General Ledger Report Writer-MASTER BUDGET OVERTIME

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



2. Select the **MASTER BUDGET OVERTIME** report by clicking on the desired report to highlight it. Then *CLICK* on **Actions>Print Selected Report(s)**

J General Ledger Report											
File	Actions Help										
DAC	Copy Rep	ort	Apply								
	Copy Rep	ort to Next Fiscal Year	Clear								
	Print Sele	cted Report(s)									
7	Create Gr	id	Export To 👻 🗐 👻 📌 👻	Export To 🔻 🗐 👻 📌 👻							
	<u>Shortcuts</u>		ате	Description	Access Type	Owner User ID	Shared				
		T			T	T					
1	ANDERSEN ELEM	IENTARY SCHOOL	MASTER BUDGET OVERTIME	WITH DETAIL	Public - Full Access	thompson.karen - Thompson, Karen					
2	ANDERSEN ELEM	IENTARY SCHOOL	MASTER BUDGET SCHOOL BUDGET REPORT	WITH DETAIL	Public - Full Access	IVisions - Visions, Infinite					
3	ANDERSEN ELEI	IENTARY SCHOOL	SCHOOL BUDGET REPORT	NO DETAIL	Public - Read Only	hagerty.marylou - Hagerty, Marylou	\$				
4	ANDERSEN ELEI	VENTARY SCHOOL	TITLE I	TITLE I SUB-TOT FUNC AND COURSE	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 To Date Budget A Detail Level	7/1/2019 11/30/2019 djustments Standard							
Schedule Report								

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.

J General Ledger Report											
File Actions Help DAC BASHA HIGH SCHOOL • Apply											
_	DAC	Name	Description	Access Type	Owner User ID	Shared					
1	BASHA HIGH SCHOOL	BHS ATHLETICS	BHS ATHLETICS	Public - Read Only	hagerty.marylou - Hagerty, Marylou						
2	BASHA HIGH SCHOOL	CCEIP BUDGET-456	CCEIP BUDGET-456	Public - Read Only	hagerty.marylou - Hagerty, Marylou	•					
3	ISHA HIGH SCHOOL 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	•					
		•									
Ready											
ð	GL Report Writer (9).pdf										

- 6. The Master Budget Overtime Report displays the following for account 001:
 - a. Account Number
 - b. Description
 - c. Adj. Budget
 - d. Current=Current Transactions (overtime paid) within the date range
 - e. YTD=Year to Date Transactions (overtime paid)
 - f. Balance=Difference between the Adj. Budget and YTD Transactions
 - g. Encumbrance=Remaining amount on EPAR
 - 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			To Date: 6/30/2019			
									-			
а	Account Number	b	Description	C	Adj. Budget	d Current	e ytd	f Balance g	Encumbrance h	Budget Bal	İ %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- WAREHOUSE		\$900.00	\$824.84	\$824.84	\$75.16	\$0.00	\$75.16	8.35%	
	COURSE: INSTRUCTION - 1000					\$824.84	\$824.84	\$375.16	\$0.00	\$375.16	31.26 %	

7. Review the **Grand Total** on the last page of the report to view the total amount of overtime paid during this timeframe. The Budget Bal amount may be negative as long as the overall total of all three funds 001, 020, and 610 is positive.

CHANDLER UNIFIED SCHOOL DISTRICT #80											
SCHOOL BUDGE			From Date: 7/1/2018		To Date: 6/30/2019						
Account Number	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	%Bud				
Grand Total:											
End of Report											