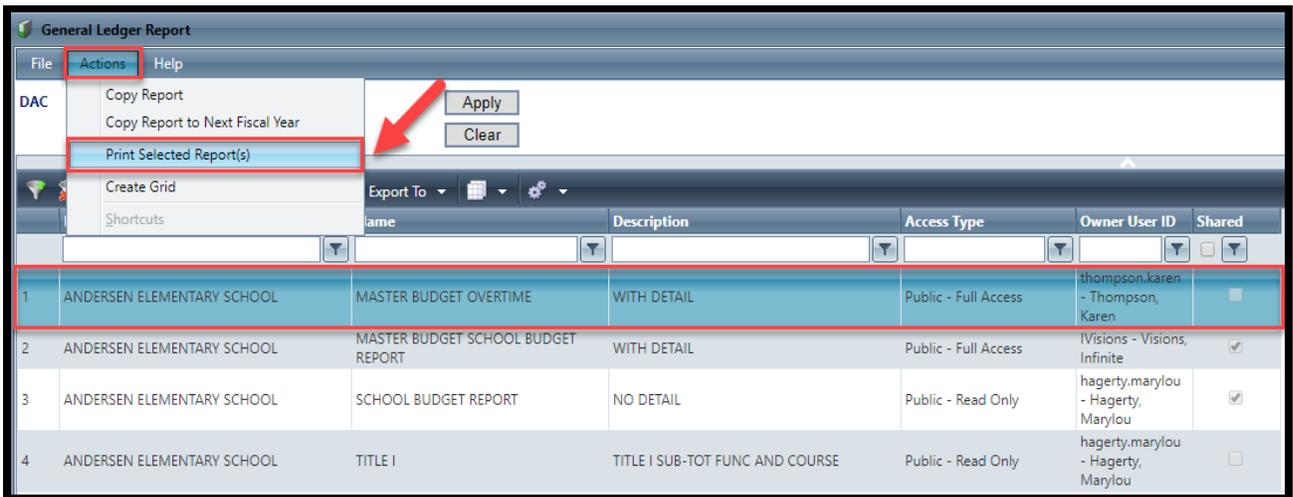


General Ledger Report Writer-MASTER BUDGET OVERTIME

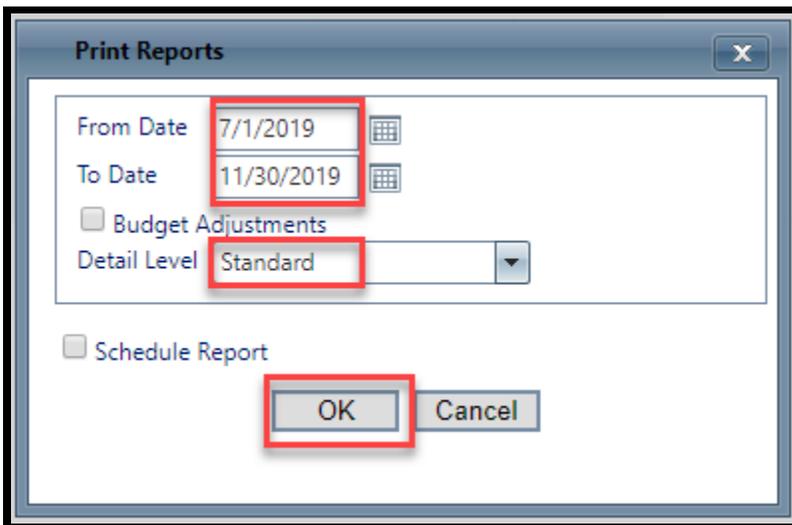
1. In iVisions select **General Ledger > Reports > General Ledger Report Writer**



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



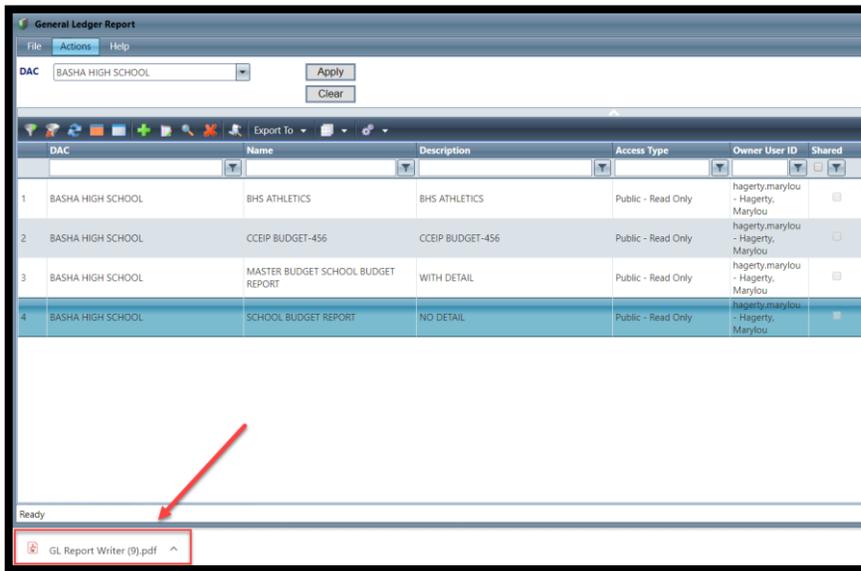
3. A **Print Reports** dialog window will appear. Enter the date range. **Detail Level** defaults to: **Standard**. Click **OK**.



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 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									
a	b	c	d	e	f	g	h	i	
Account Number	Description	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	%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		\$1,200.00	\$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 BUDGET REPORT			From Date: 7/1/2018			To Date: 6/30/2019			
Fiscal Year: 2018 - 2019									
Account Number	Description	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	%Bud	
Grand Total:									
End of Report									