Quick Reference Guide – Budget Reports

Report	Which Funds?	Location	What will report show?
GL Budget Report	***Budgeted Funds Only*** Master School Budget - Funds 001, 020 and 610 Title 1 Budget – Fund 110 Results Based Budget – Fund 457	iVisions > General Ledger > Reports > GL Report Writer	This report will show you the account balance, expenses, encumbrances and all account codes for the selected funds on the report.
Budget Control Group Report	***Budgeted Funds Only*** 001 – M&O 020 – Instructional Improvement 457 – Results Based Funding 610 – Capital Outlay	iVisions > General Ledger > Reports > Budget Control Group Report	Summary Report – will show the available account balance if no checkboxes are marked in the report criteria. Detail Report – will show if Account Detail, Show Transaction Detail and Show Encumbrances checkboxes are marked in the report criteria.
School Cash Fund Summary Report	***Cash Funds Only*** 515 – Civic Center 520 – Community Ed 525 – Auxiliary 526 – Tax Credit 530 – Gifts & Donations 555 – Lost Library/Textbook 650 – Capital Gifts & Donations 850 – Student Activities	Employee Online iVisions > Accounting Reports > Cash Fund Summary Report	Summary Report – will show the available account balance for the selected account(s). Detail Report – will show you the available account balance as well as the revenue, encumbrance and expense transactions for the selected account(s).
Account Detail Report	***All Funds*** **Budgeted Funds** – you must enter the **fund number** and **budget control** in the Account Filter **Cash Funds** – you must enter the **fund number**, **course** and **budget control** in the Account Filter	iVisions > General Ledger > Transaction Inquiry > Account Detail	This report will show you the account balance, revenue, expenses, encumbrances and all account codes for the selected account(s). If you double click on a revenue, expense or encumbrance amount, the report will "drill down" to show you the transaction details.
Budget Checking Report (for purchase requisitions only)	***All Funds***	iVisions > My Workflow > Purchase Requisitions > Actions > Check Budget	This report will show you if you are over budget in an account before you submit a purchase requisition.