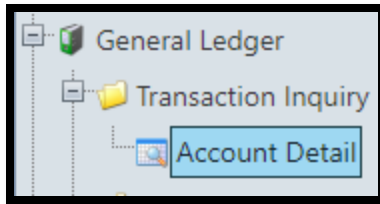


Account Detail – Account Code Listing

- In iVisions workflow go to **General Ledger > Transaction Inquiry > Account Detail**



- In **Account Detail** complete the following sections, then click **Apply**.

The screenshot shows the 'Account Detail' window titled 'CASH ACCOUNT EXAMPLE'. It has a menu bar with 'File' (labeled 'A') and 'Help'. Below the menu bar, there are two input fields: 'Account Filter' containing '526.????.?????????.6501.203' and 'Budget Control Group'. To the right of the 'Budget Control Group' field is an 'Apply' button (labeled 'A') and a 'Clear' button. Below these fields is a dropdown menu for 'Account Type' set to 'All' (labeled 'B') and a checked checkbox for 'Exclude Inactive Accounts' (labeled 'C').

The screenshot shows the 'Account Detail' window titled 'BUDGET ACCOUNT EXAMPLE'. It has a menu bar with 'File' (labeled 'A') and 'Help'. Below the menu bar, there are two input fields: 'Account Filter' containing '001.????.?????????.203' and 'Budget Control Group'. To the right of the 'Budget Control Group' field is an 'Apply' button (labeled 'A') and a 'Clear' button. Below these fields is a dropdown menu for 'Account Type' set to 'All' (labeled 'B') and a checked checkbox for 'Exclude Inactive Accounts' (labeled 'C').

A. Account Filter –

For **Cash Funds** enter the fund number, course and budget control.

In the *Cash Account Example*, using the account filter 526.????.?????????.6501.203, yields all the Student Council Tax Credit Accounts at BHS

For **Budgeted Funds** enter the fund number and budget control.

In the *Budget Account Example* using the account filter 001.????.?????????.203, yields all the Maintenance & Operations Expenditure Accounts at BHS

NOTES: See the **Account Code Cheat Sheet** for common funds.

B. Account Type – For both **Cash Funds** and **Budgeted Funds** select “All” from the drop down menu

C. Exclude Inactive Accounts – For both **Cash Funds** and **Budgeted Funds** select the checkbox to only see active account codes

- The list of account codes will appear in the Account Detail grid. The full account code, account code description and Budget Control Group assigned to each account is displayed on the grid.

The screenshot shows a grid with columns: Account, Description, Account Type, Active, and Budget Control Group. The 'Account' column is highlighted with a red box. The 'Budget Control Group' column is also highlighted with a red box. The grid contains five rows of data:

Account	Description	Account Type	Active	Budget Control Group
001.100.1000.6114.203.1099.203	INSTRUCTION MISC-BHS OTHER SALARY CERTIFIED	EXPENDITURE	<input checked="" type="checkbox"/>	203 BHS 001
001.100.1000.6153.203.1813.203	ISS MONITORS-BHS CLASSIFIED OVERTIME	EXPENDITURE	<input checked="" type="checkbox"/>	203 BHS 001
001.100.1000.6153.203.1822.203	INTERVENT ASST-BHS CLASSIFIED OVERTIME	EXPENDITURE	<input checked="" type="checkbox"/>	203 BHS 001
001.100.1000.6221.203.1099.203	INSTRUCTION MISC-BHS OASDI	EXPENDITURE	<input checked="" type="checkbox"/>	203 BHS 001
001.100.1000.6222.203.1099.203	INSTRUCTION MISC-BHS MEDICARE HOSPITAL INSURANCE	EXPENDITURE	<input checked="" type="checkbox"/>	203 BHS 001

4. The **Account Detail** grid also displays budget information.

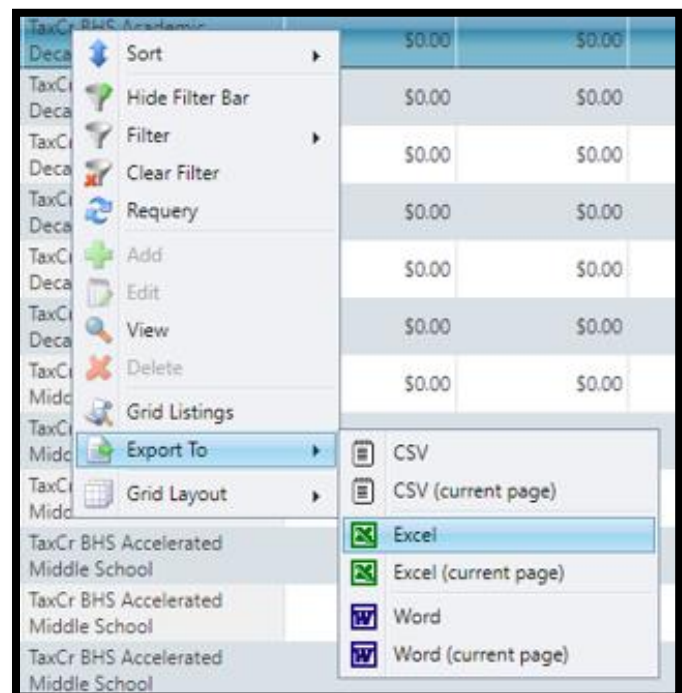
- A. **Budget**
- B. **YTD Transactions**-paid invoices, revenue, payroll expenses, etc.
- C. **Balance**-difference between the Budget and the YTD Transactions
- D. **Encumbrance**-Open POs
- E. **Budget Balance**-difference between the Balance and the Encumbrance
- F. **Pre Encumbrance**-requisitions, unpaid payroll
- G. **Pending Invoices**-paid invoices that have not yet posted
- H. **Uncommitted Balance**-available budget balance (difference between the Budget Balance and Pre Encumbrance and Pending Invoices).

NOTE: The Account Type column categorizes the account by type: revenue, expenditure or fund balance

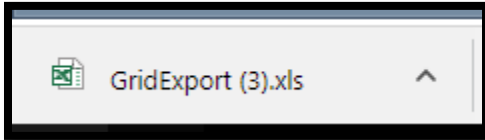
Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre Encumbrance	Pending Invoices	Uncommitted Balance
001.100.1000.6114.203.1099.203	INSTRUCTION MISC-BHS OTHER SALARY CERTIFIED	EXPENDITURE	✓	203 BHS 001	\$0.00	\$1,803.38	(\$1,803.38)	\$15.75	(\$1,819.13)	\$0.00	\$0.00	(\$1,819.13)
001.100.1000.6153.203.1813.203	ISS MONITORS-BHS CLASSIFIED OVERTIME	EXPENDITURE	✓	203 BHS 001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001.100.1000.6153.203.1822.203	INTERVENT ASST-BHS CLASSIFIED OVERTIME	EXPENDITURE	✓	203 BHS 001	\$0.00	\$43.04	(\$43.04)	\$0.00	(\$43.04)	\$0.00	\$0.00	(\$43.04)
001.100.1000.6221.203.1099.203	INSTRUCTION MISC-BHS CASDI	EXPENDITURE	✓	203 BHS 001	\$0.00	\$107.04	(\$107.04)	\$0.00	(\$107.04)	\$0.00	\$0.00	(\$107.04)
001.100.1000.6222.203.1099.203	INSTRUCTION MISC-BHS MEDICARE HOSPITAL INSURANCE	EXPENDITURE	✓	203 BHS 001	\$0.00	\$25.00	(\$25.00)	\$0.00	(\$25.00)	\$0.00	\$0.00	(\$25.00)
001.100.1000.6231.203.1099.203	INSTRUCTION MISC-BHS STATE RETIREMENT	EXPENDITURE	✓	203 BHS 001	\$0.00	\$208.10	(\$208.10)	\$0.00	(\$208.10)	\$0.00	\$0.00	(\$208.10)
001.100.1000.6232.203.1099.203	INSTRUCTION MISC-BHS LONG TERM DISABILITY RETIRE	EXPENDITURE	✓	203 BHS 001	\$0.00	\$2.90	(\$2.90)	\$0.00	(\$2.90)	\$0.00	\$0.00	(\$2.90)
001.100.1000.6431.203.1099.203	INSTRUCTION MISC-BHS REPAIR/MAINT-NON TECH	EXPENDITURE	✓	203 BHS 001	\$0.00	\$543.14	(\$543.14)	\$1,500.00	(\$2,043.14)	\$0.00	\$0.00	(\$2,043.14)
001.100.1000.6431.203.1520.203	INSTRUMENTAL-BHS REPAIR/MAINT-NON TECH	EXPENDITURE	✓	203 BHS 001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001.100.1000.6611.203.1003.203	ART-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
001.100.1000.6611.203.1004.203	DANCE-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00
001.100.1000.6611.203.1005.203	DRAMA-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$3,500.00	\$584.43	\$2,915.57	\$776.27	\$2,139.30	\$746.65	\$0.00	\$1,392.65
001.100.1000.6611.203.1008.203	SCIENCE-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$20,000.00	\$3,154.32	\$16,845.68	\$3,246.72	\$13,598.96	\$0.00	\$0.00	\$13,598.96
001.100.1000.6611.203.1010.203	ENGLISH-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$400.00	\$0.00	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00
001.100.1000.6611.203.1012.203	SOCIAL STUDIES-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$700.00	\$0.00	\$700.00	\$0.00	\$700.00	\$0.00	\$0.00	\$700.00
001.100.1000.6611.203.1030.203	FOREIGN LANGUAGE-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001.100.1000.6611.203.1041.203	LIFE MANAGEMENT-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$4,000.00	\$117.65	\$3,882.35	\$0.00	\$3,882.35	\$0.00	\$0.00	\$3,882.35
001.100.1000.6611.203.1099.203	INSTRUCTION MISC-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$72,194.00	\$5,949.44	\$66,244.56	\$31,243.07	\$35,001.49	\$0.00	\$0.00	\$35,001.49
001.100.1000.6611.203.1126.203	AFROTC-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$750.00	\$84.25	\$665.75	\$0.00	\$665.75	\$0.00	\$0.00	\$665.75
001.100.1000.6611.203.1135.203	BUSINESS-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$1,500.00	\$0.00	\$1,500.00	\$150.00	\$1,350.00	\$0.00	\$0.00	\$1,500.00
001.100.1000.6611.203.1141.203	GRAPHICS-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$4,500.00	\$0.00	\$4,500.00	\$1,000.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
001.100.1000.6611.203.1155.203	FINE ARTS-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
001.100.1000.6611.203.1156.203	PHOTOGRAPHY-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$1,700.00	\$0.00	\$0.00	\$1,700.00
001.100.1000.6611.203.1183.203	TV PRODUCTION-BHS SUPPLIES	EXPENDITURE	✓	203 BHS 001	\$325.00	\$0.00	\$325.00	\$0.00	\$325.00	\$0.00	\$0.00	\$325.00
					\$384,729.00	\$91,838.43	\$292,890.57	\$115,993.83	\$176,896.74	\$890.51	\$0.00	\$176,006.23

5. The information on the grid can also be exported.

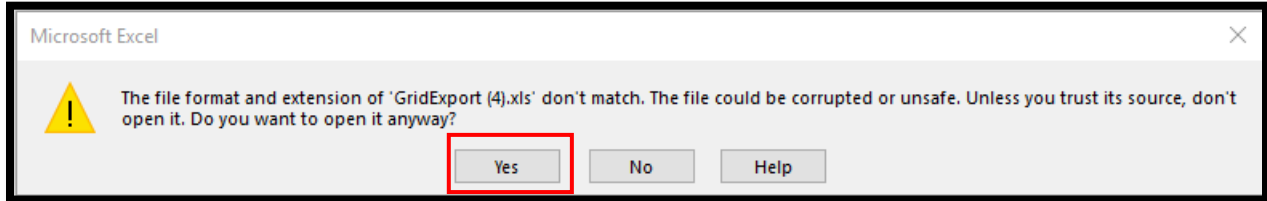
- A. To export, right click on the grid
- B. Select Export To-which displays an arrow for additional choices
- C. Select Excel



- When the Excel file has generated it will appear in the bottom left hand corner of the screen. Click on the file to open it.



- A pop-up message may appear asking if you would like to open the file. Select "Yes".



- The information from the grid is exporting into an Excel spreadsheet. The information can now be manipulated using Excel functions. When saving the file, use the H: drive, otherwise the file may be saved to an unknown destination in Visions.

	A	B	C	D	E	F
1		Account	Description	Account Type	Active	Budget Control Group
2	1	526.610.1000.6611.203.6202.203	TAX CR ACADEMIC DECATHLON SUPPLIES	EXPENDITURE	TRUE	TaxCr BHS Academic Decathlon
3	2	526.610.1000.6643.203.6202.203	TAX CR ACADEMIC DECATHLON INSTRUCTIONAL AIDS	EXPENDITURE	TRUE	TaxCr BHS Academic Decathlon
4	3	526.610.1000.6811.203.6202.203	TAX CR ACADEMIC DECATHLON DUES/FEES	EXPENDITURE	TRUE	TaxCr BHS Academic Decathlon
5	4	526.610.1000.6891.203.6202.203	TAX CR ACADEMIC DECATHLON MISCELLANEOUS	EXPENDITURE	TRUE	TaxCr BHS Academic Decathlon

- If you need assistance with account codes, please contact Mary Lou Hagerty (**Budgeted Funds**) or Lauren Randel (**Cash Funds**).