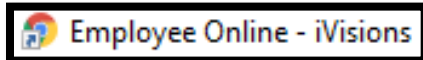


School Cash Fund Summary Report

- From the Staff Links folder on the desktop go to the Employee Online – iVisions link.



- At the Employee Online- iVisions login screen enter your user name and password.
- Once logged in, hover over the My Workflow link and select Accounting Reports from the drop down menu.



NOTE: If you click the My Workflow link, rather than hovering over it, it will take you to the iVisions Workflow login screen.

- Once at the Accounting Reports screen there are several reports to choose from. Select the report by clicking on the report named “Cash Fund Summary V3”.

	Item
	AZ Grants Managment
	CashFundSummary
	CashFundSummaryNoPageBreaks
	CashFundSummaryV3

- Once the report is selected, a report criteria selection screen will appear.
- In the report criteria screen enter the prompts for the report. The wildcard symbol is the % sign. If the wildcard symbol remains in any field, the report will return back every option for that particular field.

NOTE: This report is intended for your cash funds only. If the report is run for budget funds such as 001, 020 and 610 the results will be inaccurate.

Cash Funds include: 515 Civic Center, 520 Community Ed, 525 Auxiliary, 526 Tax Credit, 530 Gifts & Donations, 650 Capital Gifts & Donations, 555 Lost Library/Textbook & 850 Student Activities.

From Date	A 7/1/2018		B To Date	<input type="text"/>		<input type="button" value="View Report"/>
Fund	C %		D Course	%		
Budg Cont	E %		F Object	%		
ShowData	G No					

- From Date – enter the beginning date for the report. The recommended default “From Date” will always be July 1, but this field can be changed.
- To Date – enter the end date for the report. The recommended default “To Date” is June 30 .
- Fund – enter a specific fund number or multiple fund numbers by separating each fund with a comma. For example, entering 525, 526, 850 will run your report for the Auxiliary, Tax Credit and Student Activities Funds.
- Course –if running the report for a specific course, enter the course number here. For example, the course number for Student Council is 6501 and the course number for Principal’s Discretion is 9001. Otherwise, leave the % in this field to run the report for all courses within a specific fund.

- E. Budg Control – this is your budget control, which is typically your site number.
- F. Object – normally leave the % sign in this field. However, the report could be run with 1% to view only revenue transactions or 6% to see only expenditure transactions.

NOTE: If the object code field is specified, available balance will not be accurate. The option to run the report with specific object code information is if the report is being used to research transactions for a specific object code. Also, if the object code is specified, select the reports types with detail.

- G. Show Detail – select whether or not you want to see transaction details
 - o No = summary level balance only
 - o Yes= transaction details for revenue, expenses and encumbrances which will include transaction dates and PO/Vendor information.

7. Once the report criteria has been entered, select the View Report button to run the report.

8. The report is in the following format:

Chandler Unified School District School Cash Fund Summary Report								
FUND: 526; OBJECT: %; COURSE: 6000; BUDGET CONTROL: 1%				From: 7/1/2018 To Date: 6/30/2019				
Budget Control: 145								
			Balance Fwd Total	Revenue Total	Expense Total	Cash Balance	Encumbered Total	Available Balance
6000	TaxCr	General	\$77,012.40	\$23,858.44	\$36,439.44	\$64,431.40	\$0.00	\$64,431.40

- Balance Fwd Total - Beginning Balance
- Revenue – Any revenues that have been posted
- Expenses – Any expenses that have been posted
- Cash Balance – the amount currently in the account before encumbrances
- Encumbered – includes encumbrances such as: POs that have not yet been paid, purchase requisitions that have not yet been processed into POs, payroll encumbrances, or warehouse requisitions that have been entered but not yet filled
- Available Balance – the amount available to spend

NOTE: The report criteria selected will appear at the top of the report.