

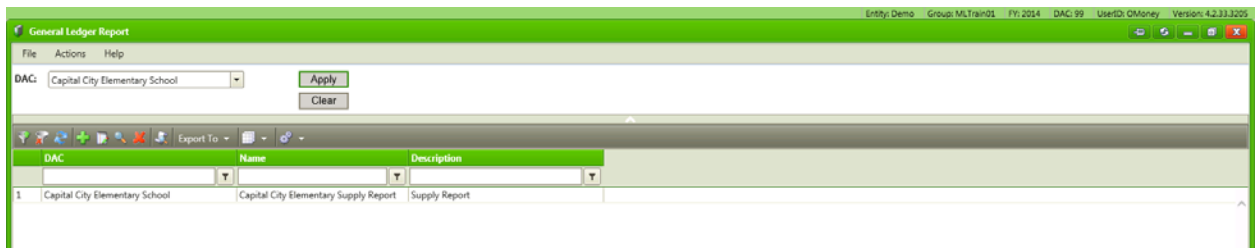
Using iVisions GL Reporting

Running Reports:

- Click on My Workflow
- Make sure the correct Connection Group Name is selected and click on OK.



- Go to General Ledger | Reports | General Ledger Report Writer
- The following screen will appear:



- You may see multiple reports here.
- Highlight the report that you want to print and go to Actions | Print Reports.
- Enter the From and To Date for the Transactions you wish to get a total on. In the Report you will see both a Current column (the date range entered) as well as a Year To Date column.
- Check mark the Budget Adjustments check box.

- Check mark the Suppress Detail box to limit the report to account totals only and not detail. The detail will show for the Dates entered only if this is not checked.
- Click OK
- You will be asked if you want to Open or Save the Report. Click on the appropriate action you'd like to take.
- The following report will appear:

| Capital City School District #1 | | | | | | | | | | | |
|---------------------------------------|-----------------------------|------------------------|-------------------|--------------------------------|--------------|-----------|---------------------|-------------|---------------|------------|---------|
| Capital City Elementary Supply Report | | | | From Date: 10/1/2012 | | | To Date: 10/31/2012 | | | | |
| Fiscal Year: 2012-2013 | | | | | | | | | | | |
| Account Number | Description | Current Working Budget | Adjustments | Adj. Budget | Current | YTD | Balance | Encumbrance | Budget Bal | %Rem | |
| 001.10.100.5410 | SUPPLIES - GENERAL | \$10,591.94 | \$0.00 | \$10,591.94 | \$0.00 | \$591.94 | \$10,000.00 | \$5,759.81 | \$4,240.19 | 40.03% | |
| 001.10.100.5419 | WHS CC ELEM ADMIN ORDERS | \$13,394.76 | \$0.00 | \$13,394.76 | \$0.00 | \$0.00 | \$13,394.76 | \$4,650.77 | \$8,743.99 | 65.28% | |
| 001.10.200.5410 | SUPPLIES - GENERAL | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$15,800.00 | (\$14,800.00) | -1,480.00% | |
| 001.10.200.5419 | WHS CC ELEM INSTRUCT ORDERS | \$11,520.00 | \$0.00 | \$11,520.00 | \$12.94 | \$12.94 | \$11,507.06 | \$7.06 | \$11,500.00 | 99.83% | |
| Transaction Detail (Standard) | | | | | | | | | | | |
| Reference Number | Requisition Number | PO/Ship Number | Description | Name | Journal | Warehouse | Amount | | | | |
| 001.10.300.5410 | | 2 | Warehouse Posting | Capital City Elementary School | Detail Total | | \$12.94 | | | | |
| | | 3 | | | | | \$12.94 | | | | |
| 001.10.300.5410 | SUPPLIES - GENERAL | | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$1,000.00 | 100.00% |

- Explanation of columns:
 - Account Number
 - Description
 - First Budget column: original adopted budget figures
 - Adjustments: Adjustments done to the adopted budget column
 - Adj. Budget: Original adopted figures +/- adjustments
 - Current: Dollar amount of transaction based on date range
 - YTD: Total YTD transactions
 - Balance: Adj Budget – YTD
 - Encumbrance: Total amount of open PO's
 - Budget Balance: Balance – Encumbrance
 - % Rem: Percent of the budgeted amount left to spend/receive