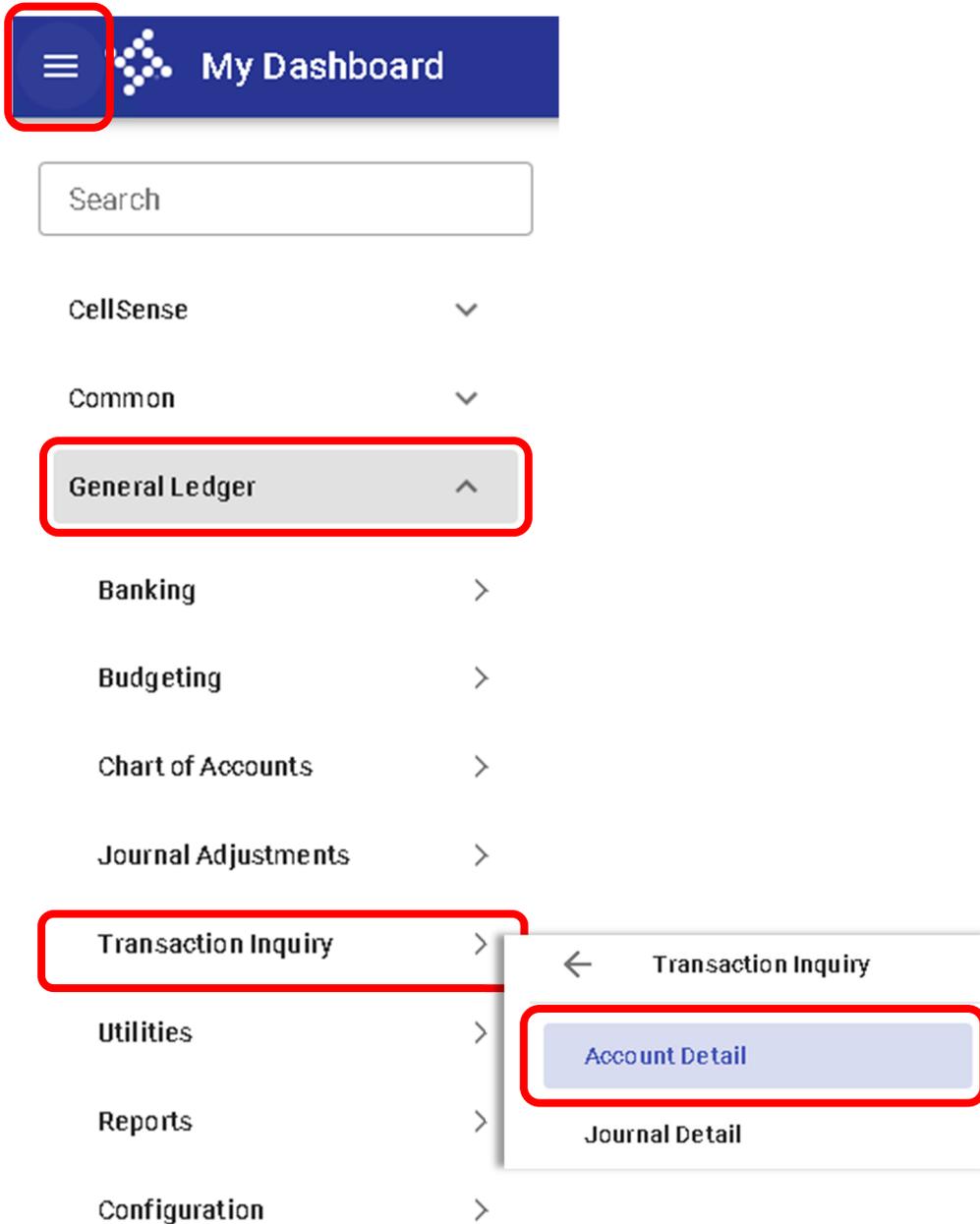


iVisions

Checking Raven Family and PreK Uncommitted Balances and Available Unexpended Funds

Every family account is associated with a Budget Control Group. Every Budget Control Group includes three account codes. The title of each Budget Control Group is the primary parent's Last Name / Space / Five-digit Family Number.

1. To check funds available for Families log in to iVisions Workflow. From your Dashboard click on the three horizontal lines to the left of "My Dashboard" to navigate to General Ledger → Transaction Inquiry → Account Detail



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2. You have two ways to find the uncommitted balance of a family account:

1. Using the “Budget Control Group” option
2. Using the “Account Filter” option

2-1. To use the Budget Control Group option, select the Family Account in the “Budget Control Group” field. You can start typing the family’s last name until you see it show up in the drop down menu. After selecting the Family Budget Control Group Click “Apply.”

Account Detail

File Actions Help

Account Filter
??? . ??? . ??? . ?????? . ???

Account Type
EXPENDITURE

Budget Control Group
ABEL 02303

Exclude Inactive Accounts

Apply

Clear

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Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Trans
??? . ??? . ??? . ?????? . ?			<input type="checkbox"/>			

2-2. You can also use the Account Filter option. Using this option, you will replace the program code question marks, fourth element, in the Account Filter field with the 5-digit family account number followed by the number 1 (one). The number 1 is used for family allotments in the current year. As an example, you will enter ??? . ??? . ??? . 023031 . ??? in the Account Filter field when looking up the account information for the Abel family. Click “Apply” after entering the five-digit family number followed by a 1 (one) in the program code.

Account Detail

File Actions Help

Account Filter
??? . ??? . ??? . 023031 . ???

Account Type
EXPENDITURE

Budget Control Group

Exclude Inactive Accounts

Apply

Clear

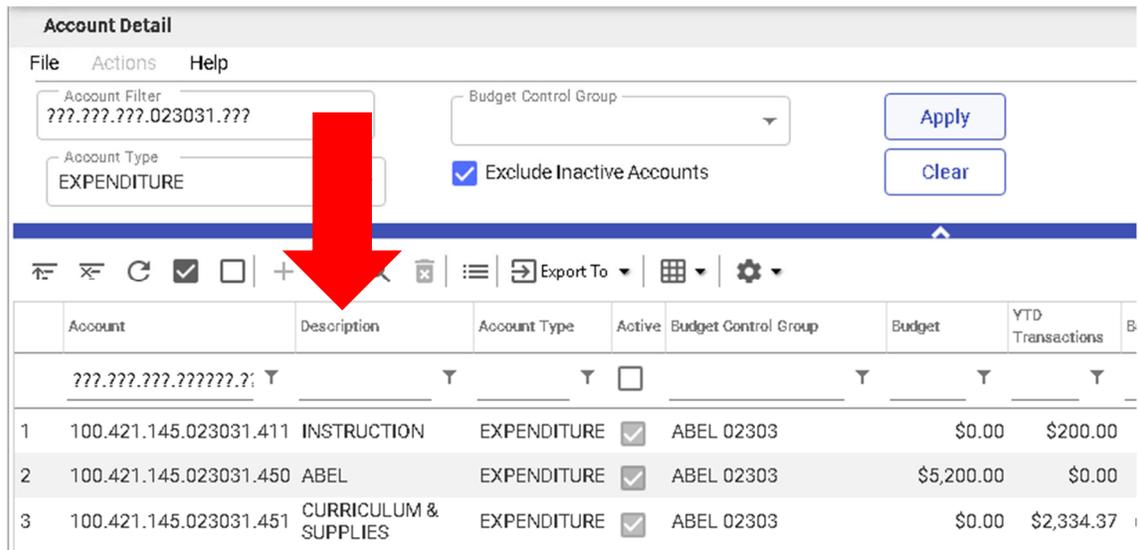
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Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Tra
??? . ??? . ??? . ?????? . ?			<input type="checkbox"/>			

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3. Whichever method is used to look up a family's uncommitted allotment balance, the following three account codes will load when you Click "Apply"
 - a. Instruction expense account code
 - b. Curriculum & Supplies expense account code
 - c. Family Budget account code (Family Name)

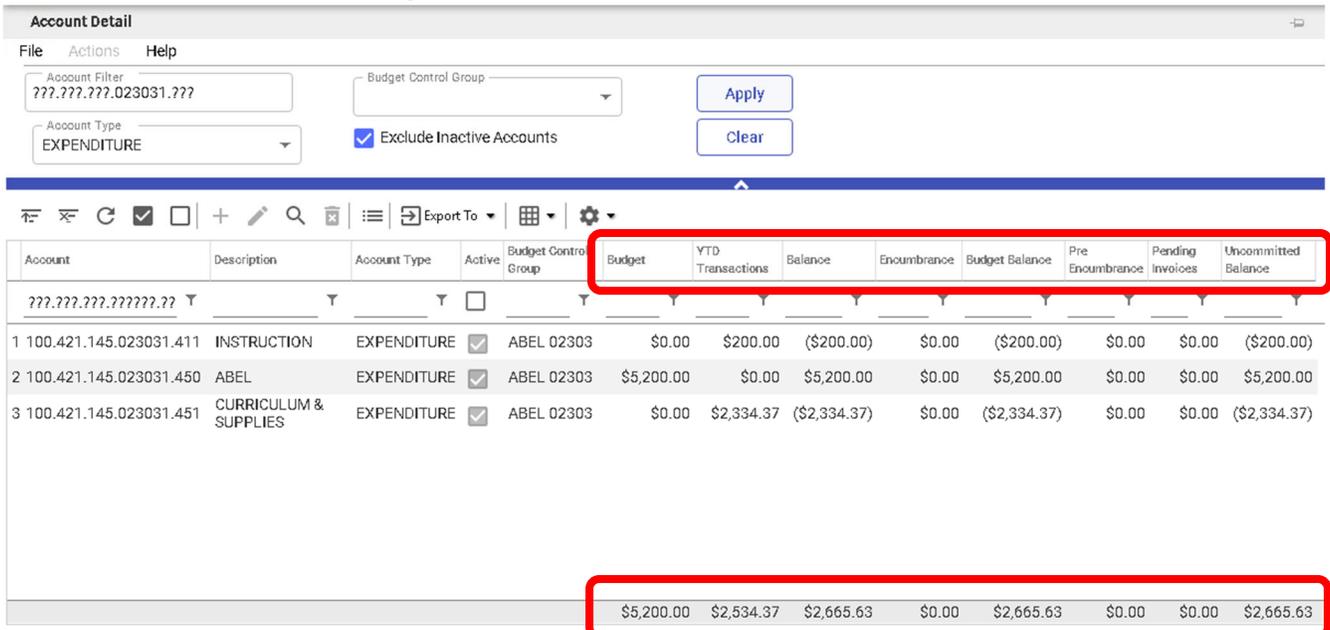


The screenshot shows the 'Account Detail' window. The 'Account Filter' is set to '???.???.???.023031.???' and 'Account Type' is 'EXPENDITURE'. The 'Budget Control Group' is empty. The 'Exclude Inactive Accounts' checkbox is checked. A red arrow points to the 'Apply' button.

Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Transactions
1 100.421.145.023031.411	INSTRUCTION	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$0.00	\$200.00
2 100.421.145.023031.450	ABEL	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$5,200.00	\$0.00
3 100.421.145.023031.451	CURRICULUM & SUPPLIES	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$0.00	\$2,334.37

Note: The account ending in object code 450, with the family name in the Description field, is the Family Budget account code. The Business Office uses this code for budgeting purposes only. The other two account codes, Instruction Type and Curriculum & Supplies, are the account codes to charge educational expenses to.

4. The following is what you will see when you look up family account totals. You will notice the Budget, YTD Transactions, Encumbrance, Pre Encumbrance, Pending Invoices and Uncommitted Balance columns. At the very bottom of the page are the totals for each of those columns. You can see the Abel family has used \$2,534.37 of their \$5,200 budget and has an Uncommitted Balance of \$2,665.63.



The screenshot shows the 'Account Detail' window with a table that includes additional columns: Budget, YTD Transactions, Balance, Encumbrance, Budget Balance, Pre Encumbrance, Pending Invoices, and Uncommitted Balance. Red boxes highlight the column headers and the total row at the bottom.

Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre Encumbrance	Pending Invoices	Uncommitted Balance
1 100.421.145.023031.411	INSTRUCTION	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$0.00	\$200.00	(\$200.00)	\$0.00	(\$200.00)	\$0.00	\$0.00	(\$200.00)
2 100.421.145.023031.450	ABEL	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$5,200.00	\$0.00	\$5,200.00	\$0.00	\$5,200.00	\$0.00	\$0.00	\$5,200.00
3 100.421.145.023031.451	CURRICULUM & SUPPLIES	EXPENDITURE	<input checked="" type="checkbox"/>	ABEL 02303	\$0.00	\$2,334.37	(\$2,334.37)	\$0.00	(\$2,334.37)	\$0.00	\$0.00	(\$2,334.37)
					\$5,200.00	\$2,534.37	\$2,665.63	\$0.00	\$2,665.63	\$0.00	\$0.00	\$2,665.63

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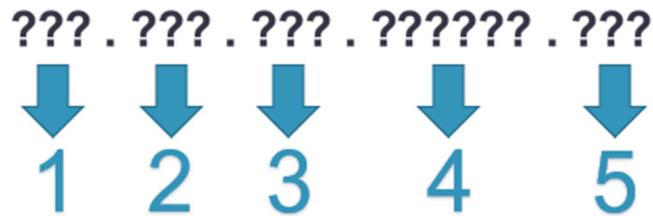
Checking Raven Family and PreK Uncommitted Balances and Available Unexpended Funds

5. If you want to see all Uncommitted Funds for a family, including any Unexpended Funds by student and Pre-K allotments, use the Account Filter Option and leave the 6th digit as a question mark after the family number. In order to see all the different types of available funds for a family you cannot use the Budget Control Group filter option as the Budget Control Group Option only includes the account codes for the current year family allotment.

- a. Family Account Filter = ??? . ??? . ??? . #####1.??? Or ??? . ??? . ??5. #####?. ???
- b. Unexpended Filter = ??? . ??? . ??9. #####?. ???
- c. Pre-K Filter = ??? . ??? . ??6. #####?. ??? Or ??? . ??? . ??? . #####0. ???

6. Account Code Structure

◇ Made up of five sections



- 1. Fund: "100" = General Fund
- 2. Location: 421, 423, 425, 426, 427, 429, 420
- 3. Function: 100 = Instruction, 400 = School Administration
- 4. Program: Family Number + 0 (Pre-K), 1 (family), 2-... (Student)
- 5. Object: 411 = face-to-face instruction, 451 = Curriculum & Supplies, 450 = Family Budget