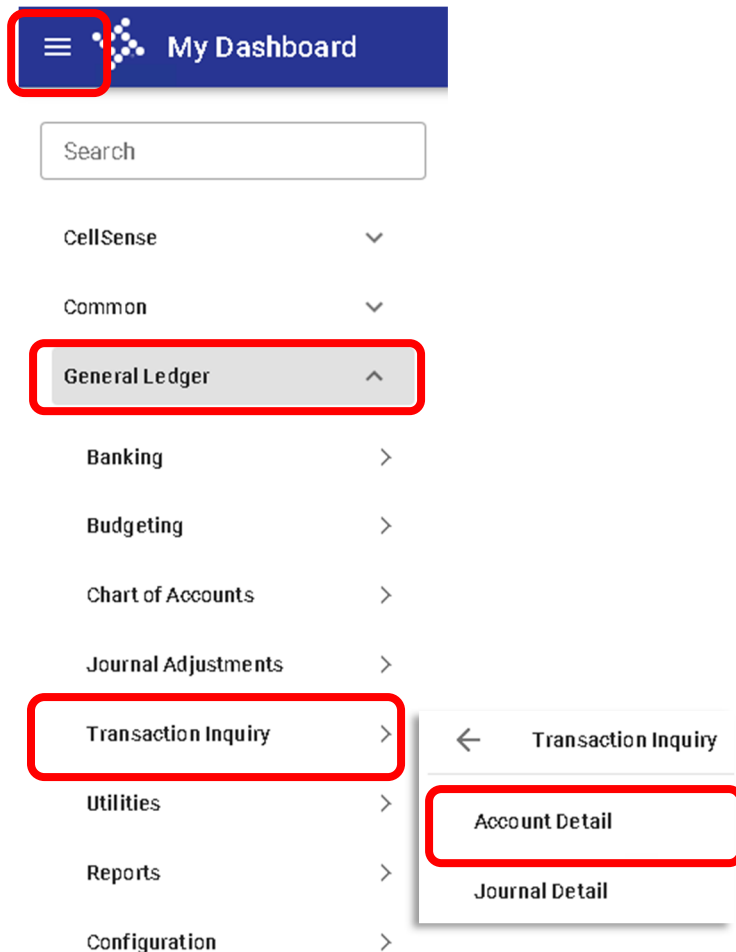


iVisions

Checking Site Discretionary Budget

1. From your Dashboard click on the three horizontal lines to the left of “My Dashboard” to navigate to General Ledger → Transaction Inquiry → Account Detail



2. Do not change the “Account Filter” field, which should be “????.????.????.????.???.” In the “Budget Control Group” field, select your site. In the “Account Type” field select “Expenditure.” Click “Apply” to pull up the details of your selection.

≡ Account Detail Search

Account Detail

File
Actions
Help

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

Account Type
 EXPENDITURE

Budget Control Group
 407 MINTO DISCRETIONARY FUN

☒ Exclude Inactive Accounts

Apply

Clear

⌵
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Account	Description	Account Type	Active	Budget Control Group	Budget
????.????.????.????.??? ⌵			☐		

iVisions

Checking Site Discretionary Budget

3. The example below is the Minto Site Discretionary Fund's Budget Control Group.

The detail populated will include Current Budget, YTD Transactions, Encumbrances, Pre-Encumbrances, and any Pending Invoices. The far right column shows the Uncommitted Balance, and at the very bottom is the total remaining funds in your site's discretionary budget. Keep in mind that any Harris Bank – BMO credit card transactions will not show up on this report for up to a month after the statement period ends.

Account Detail												
File Actions Help												
Account Filter ????.????.?????.???		Budget Control Group 407 MINTO DISCRETIONARY FUN		Apply								
Account Type EXPENDITURE		☒ Exclude Inactive Accounts		Clear								
Account	Description	Account Type	Active	Budget Control Group	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre Encumbrance	Pending Invoices	Uncommitted Balance
1 100.407.100.000000.420	STAFF TRAVEL	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$1,004.65	(\$1,004.65)	\$449.05	(\$1,453.70)	\$0.00	\$0.00	(\$1,453.70)
2 100.407.100.000000.433	COMMUNICATIONS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 100.407.100.000000.434	POSTAGE	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 100.407.100.000000.441	RENTALS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00
5 100.407.100.000000.443	EQUIPMENT REPAIR	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6 100.407.100.000000.451	TEACHING SUPPLIES	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$30,000.00	\$2,310.29	\$27,689.71	\$386.51	\$27,303.20	\$0.00	\$0.00	\$27,303.20
7 100.407.100.000000.454	OFFICE SUPPLIES	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$2,000.00	\$0.00	\$2,000.00	\$2.19	\$1,997.81	\$0.00	\$0.00	\$1,997.81
8 100.407.100.000000.457	SMALL TOOLS AND EQUIPMENT	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9 100.407.100.000000.471	TEXTBOOKS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 100.407.100.000000.472	LIBRARY BOOKS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11 100.407.100.000000.473	PERIODICALS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 100.407.100.000000.478	INVENTORIED EQUIPMENT	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13 100.407.100.000000.479	OTHER SUPPLIES, MATERIALS, MEDIA	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$5,000.00	\$591.56	\$4,408.44	\$738.35	\$3,670.09	\$0.00	\$0.00	\$3,670.09
14 100.407.100.000000.510	EQUIPMENT	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15 100.407.120.000000.451	TEACHING SUPPLIES	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16 100.407.160.000000.451	TEACHING SUPPLIES	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17 100.407.160.000000.479	OTHER SUPPLIES, MATERIALS, MEDIA	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18 100.407.200.000000.433	COMMUNICATIONS	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19 100.407.200.000000.451	TEACHING SUPPLIES	EXPENDITURE	☒	407 MINTO DISCRETIONARY FUNDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
					\$75,000.00	\$19,651.77	\$55,348.23	\$7,403.16	\$47,945.07	\$1,600.00	\$0.00	\$46,345.07