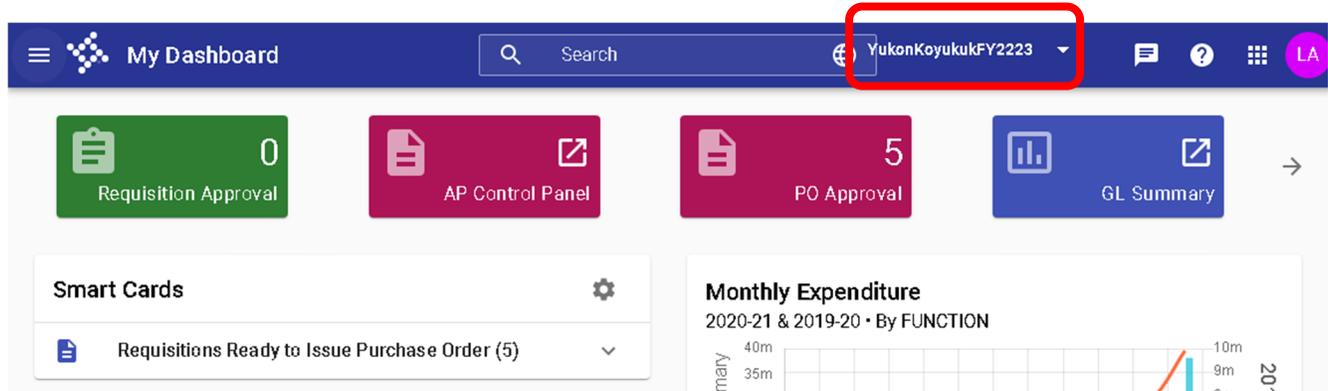


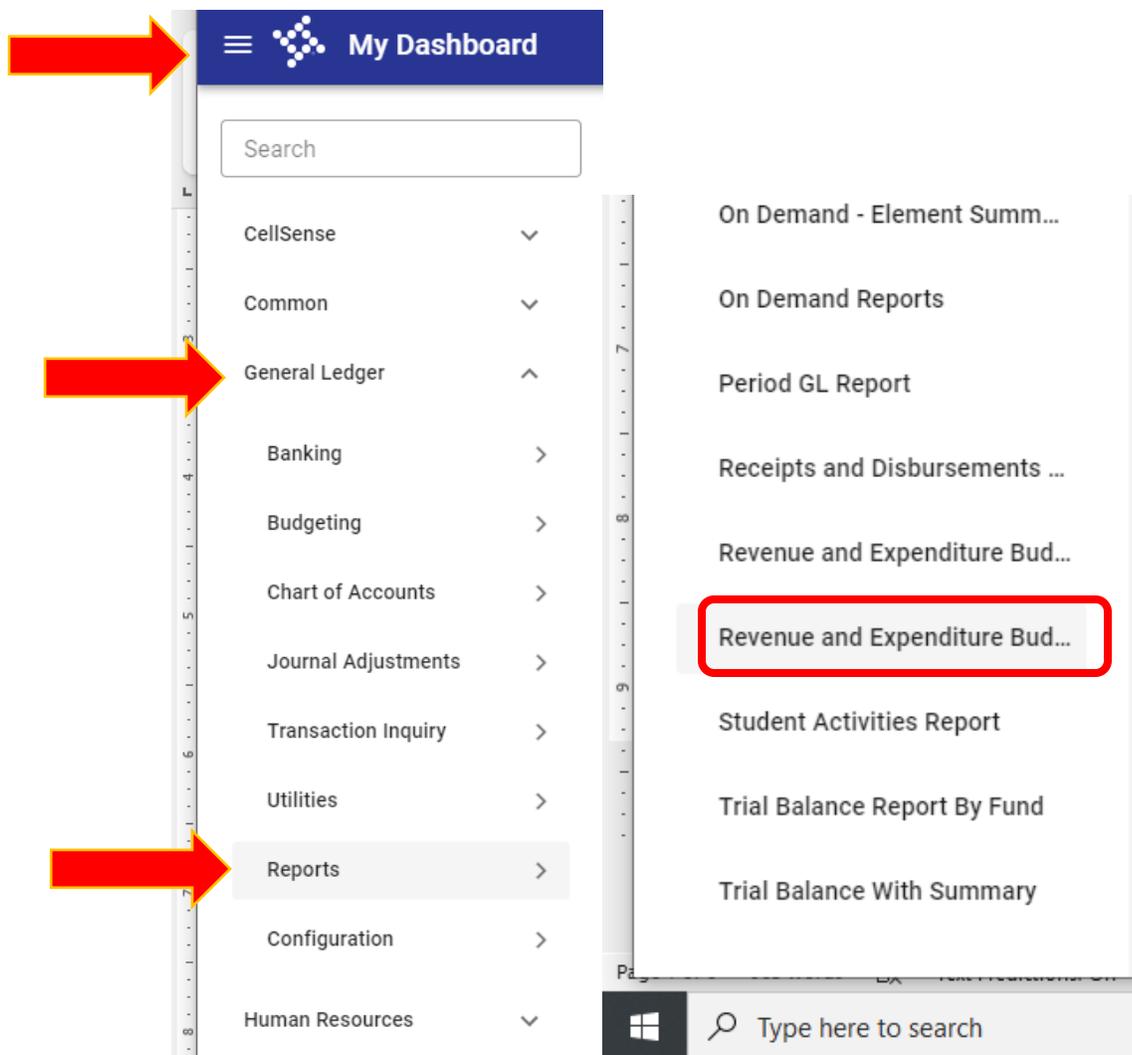
iVisions/School ERP

Creating a Grant Budget Report

Purchase Requisitions must be entered in iVisions/School ERP workflow for approval. You can access iVisions/School ERP by following the login instructions found here: [Guide to iVisions Access and Login](#). Once logged in, your dashboard should look similar to this. Make sure the connection group you are in is the current fiscal year.



Expand your menu by selecting the three horizontal lines on top left of your screen, then navigate to General Ledger → Reports → Revenue and Expenditure Budget Balance Detail (the second one in the list). You may need to scroll down to find the report in the list.



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The following window will open. You will need to define the following parameters:

Revenue and Expenditure Budget Balance Detail

Selection Criteria

Account Mask: 352.????.????.?????.??? From: 07/01/2022 To: 06/30/2023

Fund Range

Range On Fund Beginning Ending

Report Types

Expenditure Revenue

Report Options

Show Detail Detail Type

Print Accounts with Zero Balance Include Pre Encumbrance

Wrap Long Account Titles Move Expended PTD column

Exclude Payroll Encumbrances Change % Used to % Remaining

Cancel Run

Account Mask: Enter the Fund you would like to run the report on followed by ????.????.?????.???

From Date: Generally, you will want to enter the start of the fiscal year

End Date: Generally, you will want to enter the last day of the fiscal year

Report Type: Expenditure

These are the minimum parameters you need to set. Below are other options to consider. Once these parameter are entered you can scroll to the bottom and press run.

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Here are other parameters you may consider selecting:

- SHOW DETAIL: This will give you line item detail of all the expenditures in each account.
- EXCLUDE PAYROLL ENCUMBRANCES: This will eliminate the payroll encumbrances from the report. Payroll is encumbered for the entire year and does limit to the report period.
- INCLUDE PRE-ENCUMBRANCES: This includes encumbrances that are in process but not yet approved.
- MOVE EXPENDED PTD COLUMN: This will move the “period to date” column next to the YTD “year to date” column. I prefer the report to appear this way but it is a personal preference.
- REMOVE ENCUMBERED YTD COLUMN: This will remove the encumbrances that are outstanding from the report to show you only actual expenditures.

There are additional options that are not used by the Business Office.

IMPORTANT:

Dates will affect your data. If you use dates that are not 7/1 – 6/30 you may be missing information or get unexpected results.