



**Infinite Visions Web Portal**  
**Running GL Reports**

- 1) Log into the Infinite Visions Web Portal and click on **[My Workflow]** and where it says **[Name]** select the current year connection group from the dropdown list and hit OK, as seen below and you will be directed to a new screen.



- 2) Expand the General Ledger module by clicking the plus sign once next to the **[General Ledger]** icon , then click the plus sign once next to **[Reports]**, then click once on **[General Ledger Report Writer]**, as seen below.





- 3) You will be directed to a new page. Here you will select the desired reports you wish to run, the report dates and detail options.

**iVisions Enterprise Display**

Group: David\_Douglas\_FY1415 FY: 2015 DAC: Menlo Park Eleme

**Selection Criteria**

**From Date:**   **To Date:**

**Detail Option:**   **w/ Budget Adjustments**

**Detail Level:**

	Name	Description	DAC
<input checked="" type="checkbox"/>	Menlo Park - Detail GF Report	Detail - Menlo Park GF Report	Menlo Park Elementary School
<input type="checkbox"/>	Menlo Park - Library Books	Library Books	Menlo Park Elementary School
<input type="checkbox"/>	Menlo Park - Principal Lunch Account	Lunch - Menlo Park Principal Lunch Account	Menlo Park Elementary School
<input type="checkbox"/>	Menlo Park - Summary GF Report	Summary - Menlo Park GF Report	Menlo Park Elementary School

- 4) In the boxes From Date: and To Date: enter the date range that you would like your report to cover. If you want a report for the entire year enter the date range From: 07/01/2014 To: 06/30/2015. If you want to view what happened in any given month enter the first and last day of the month in the From: and To: boxes. For example a report for September would look like From: 9/01/2014 To: 9/30/2014.
- 5) You can show/hide transaction details in your report by using the Detail Options dropdown menu by selecting the following options.
  - Transaction Only- this option will give detail on all Transactions during the selected report date.
  - Encumbrance Only- this option will give detail on all Encumbrances during the selected report date.
  - Transaction and Encumbrance- this option will give detail on all Transactions and Encumbrances during the selected report date.
  - None – No detail Shown

Select the relevant choice for the type of detail you would like your report to display.

**NOTE:** Most reports you will want to see transactions only or no Detail for summarized information.



David Douglas School District

Rev Date: 7/1/2014

6) After entering all the relevant data click Show Report and view your report as seen below.

David Douglas School District #40								
Detail - Menlo Park GF Report			From Date: 6/1/2014			To Date: 6/30/2014		
Fiscal Year: 2014-2015								
Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Bal	%Bud
100.1111.0355.006.050.000.SCH BUDGET	Printing and binding	\$10,541.00	\$0.00	\$0.00	\$10,541.00	\$2,579.30	\$7,961.70	75.53%
OBJECT: Printing and binding - 0355		\$10,541.00	\$0.00	\$0.00	\$10,541.00	\$2,579.30	\$7,961.70	75.53%

7) Reading the report Columns

David Douglas School District #40						
Fiscal Year: 2013-2014		From Date: 12/1/2013		To Date: 12/31/2013		
Account Type: All		<input type="checkbox"/> Print Detail		<input type="checkbox"/> Include PreEncumbrance		
<input type="checkbox"/> Include Inactive Accounts		<input type="checkbox"/> Filter Encumbrance Detail by Date Range		Budget Balance		
<u>Budget</u>	<u>Range To Date</u>	<u>YTD</u>	<u>Balance</u>	<u>Encumbrance</u>	<u>% Remaining Bud</u>	
\$9,360.00	\$0.00	\$203.56	\$9,156.44	\$3,189.30	\$5,967.14 63.75%	

- A) GL Budget – The budget column represents the districts available budget for the designated Account Code for the fiscal year you are in.
- B) Range to Date – Represents the total transactions for the date range you specified in your report setup. In the Example above there have been no transactions in the date range specified, but there have been transactions before the specified date range.
- C) YTD – shows the Year to date expenses through the end date of the report period. Note there may be transaction posted later in the fiscal year.
- D) Balance – Represents the difference between the Budget column and the YTD Column.
- E) Encumbrance – shows the balance of any open purchase orders or payroll encumbrances.
- F) Remaining Budget – shows the difference between the budget less the YTD Column and less the Encumbrance column. It is also expressed as a percentage remaining.  
In the example above Budget – YTD – Encumbrance = Remaining Budget  
9,360 - 203.56 - 3,189.30 = 5,967.14