

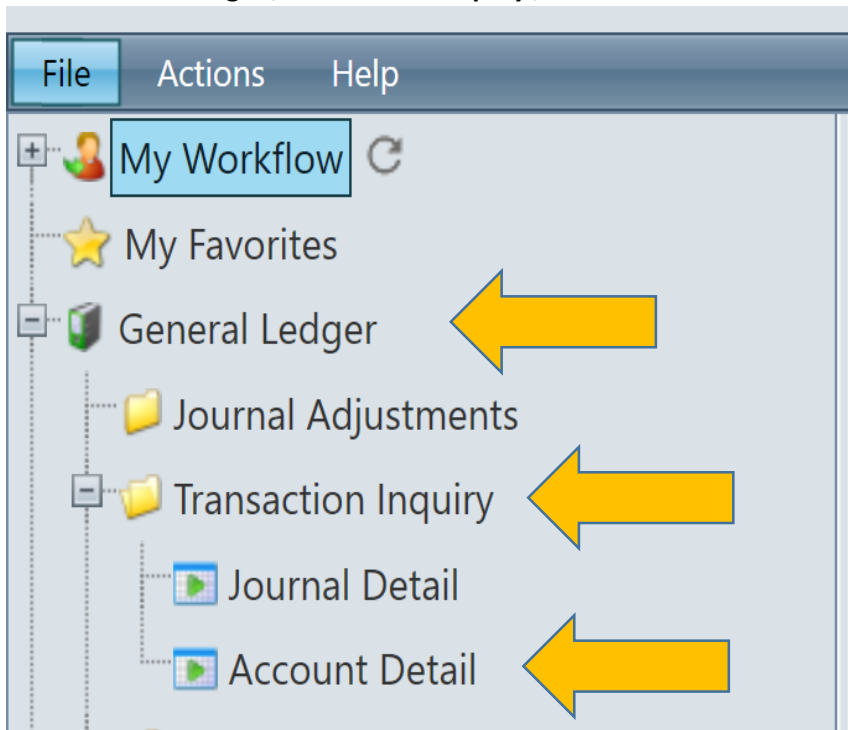
CHECK FAMILY ACCOUNT UNCOMMITTED BALANCE, AVAILABLE UNEXPENDED FUNDS AND PRE-K ALLOTMENTS

Every family account is associated with a Budget Control Group. Every Budget Control Group includes four account codes. The title of each Budget Control Group is Last Name / Space / Five-digit Family Number.

To check funds available for Families you need to Login to iVisions Workflow.

To check a Family Account Balance:

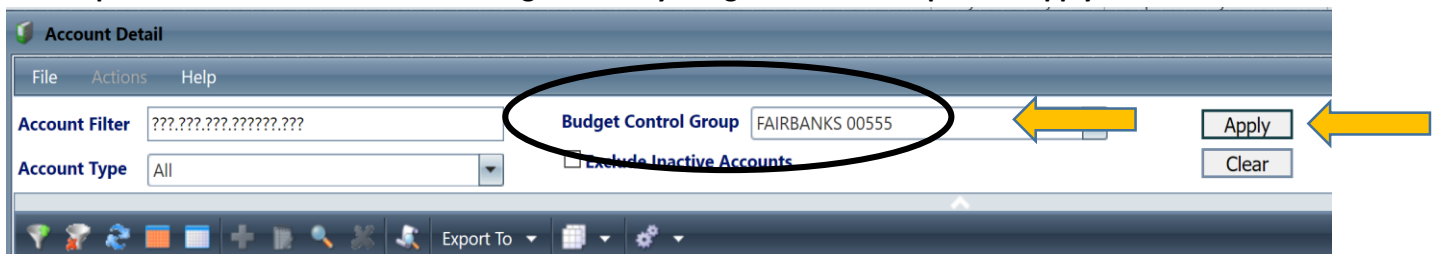
Go to General Ledger / Transaction Inquiry / Account Detail



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

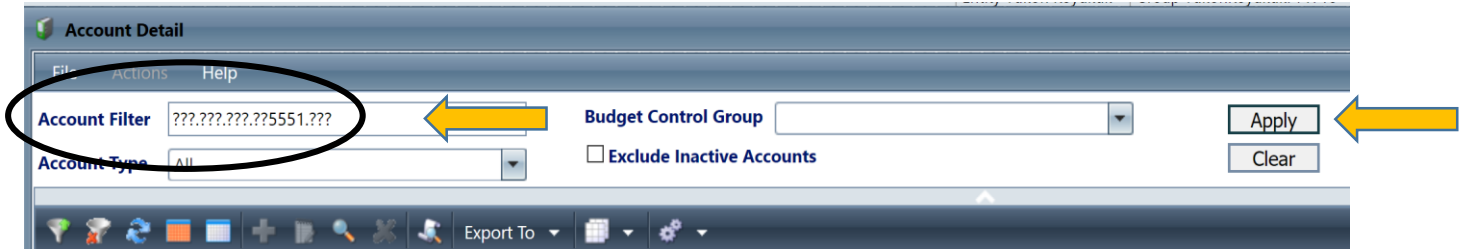
1. Using the "Budget Control Group" option
2. Using the "Account Filter" option

To use the Budget Control Group option, select the Family Account in the Budget Control Group field, letting the drop down menu assist. After selecting the Family Budget Control Group Click "Apply".



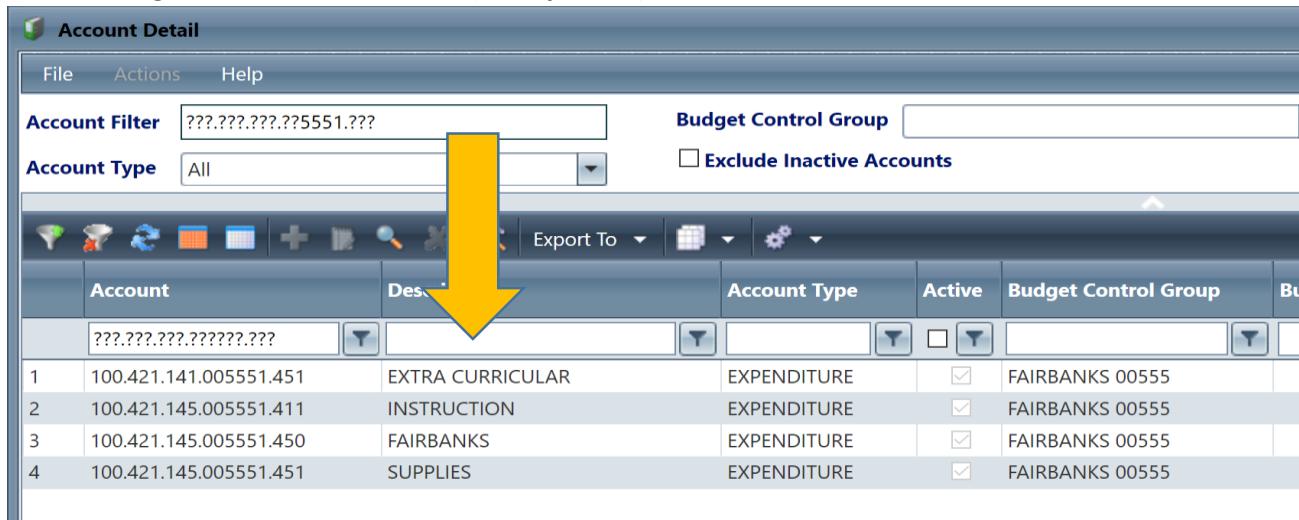
You can also use the Account Filter option. Using this option, you will replace the fourth element in the Account Filter field with the 5-digit family account number followed by the number 1 (one). The number 1 is used for family allotments in the current year. As an example, you will enter ????.????.???005551.??? in the Account Filter field when looking up the account information for the Fairbanks family.

Click "Apply after entering the five-digit family number followed by a 1 (one) in the fourth element.



Whichever method used to look up a family's uncommitted allotment balance, the following four account codes will load when you Click "Apply":

- Extra Curricular Expense Account Code
- Instruction Expense Account Code
- Supplies Expense Account code
- Budget Control Account Code (Family Name)



Note:

The account ending in 450 with the family name in the Description field is the budget account code. Only the Business Office will use this code for budgeting purposes only. The other three account codes are the expense codes (extra-curricular, instruction and supplies). These are the expense accounts codes you will use.

The following is a full screen shot of what you will see when you look up family account totals. You will notice the Budget, YTD Transactions, Encumbrances, Uncommitted Balance and other information. At the very bottom of the page are the column totals. The Fairbanks family has not used any of their funds. The family has an Uncommitted Balance of \$2,400.00.

| Account | Description | Account Type | Active | Budget Control Group | Budget | YTD Transactions | Balance | Encumbrance | Budget Balance | Pre Encumbrance | Pending Invoices | Uncommitted Balance |
|------------------------|------------------|--------------|-------------------------------------|----------------------|------------|------------------|------------|-------------|----------------|-----------------|------------------|---------------------|
| 100.421.141.005551.451 | EXTRA CURRICULAR | EXPENDITURE | <input type="checkbox"/> | FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100.421.145.005551.411 | INSTRUCTION | EXPENDITURE | <input type="checkbox"/> | FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 100.421.145.005551.450 | FAIRBANKS | EXPENDITURE | <input checked="" type="checkbox"/> | FAIRBANKS 00555 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$0.00 | \$2,400.00 |
| 100.421.145.005551.451 | SUPPLIES | EXPENDITURE | <input checked="" type="checkbox"/> | FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | | | | | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$0.00 | \$2,400.00 |

| Budget Control Group | Budget | YTD Transactions | Balance | Encumbrance | Budget Balance | Pre Encumbrance | Pending Invoices | Uncommitted Balance |
|----------------------|------------|------------------|------------|-------------|----------------|-----------------|------------------|---------------------|
| FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| FAIRBANKS 00555 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$0.00 | \$2,400.00 |
| FAIRBANKS 00555 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 | \$0.00 | \$2,400.00 |

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. In order to see available funds for a family you cannot use the Budget Control Group Option.

Remember, the Budget Control Group Option only includes the account codes for the current year family allotment.