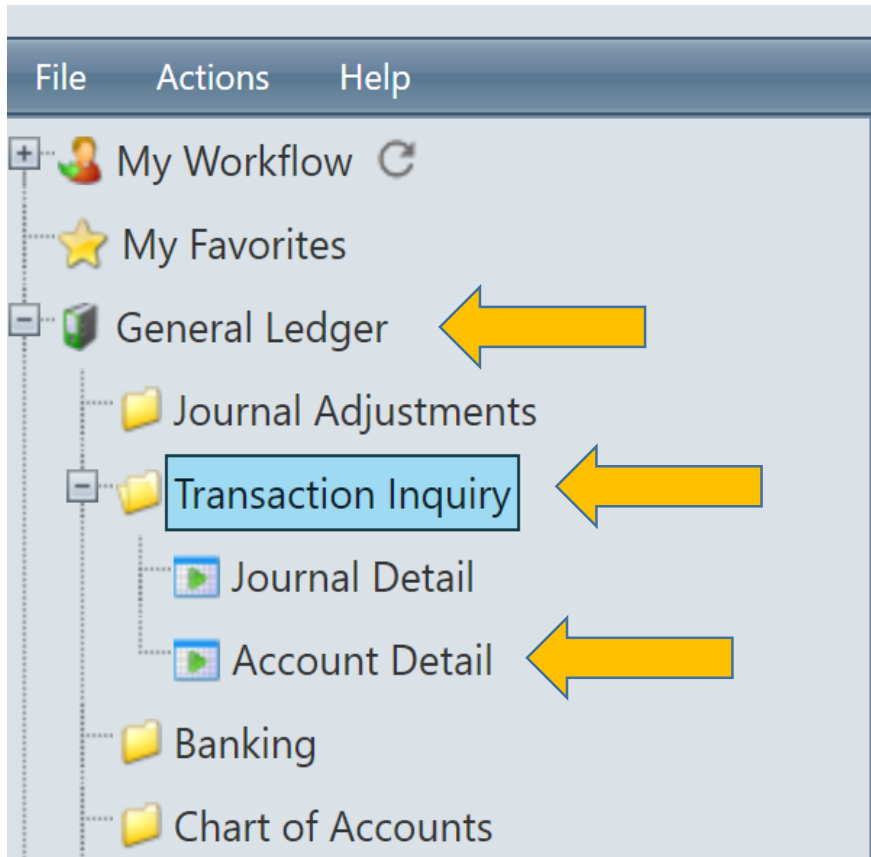


CHECKING YOUR SITE STUDENT ACTIVITIES EXPENSE ACCOUNTS IN FUND 710

Login to iVisions Workflow to approve Purchase Requisitions waiting for your approval.

Click on Account Detail (General Ledger / Transaction Inquiry / Account Detail)



In the "Account Filter" field replace the first three ??? with 710 and the second three ??? with your location number. Leave the rest of the question marks as they are. In the "Account Type" field it is important to select "Expenditure" from the drop down menu. Click "Apply".

Below is an example for the Allakaket location, which is location number 400.

The screenshot shows the 'Account Detail' application window. At the top, there is a menu bar with 'File', 'Actions', and 'Help'. Below the menu bar, there are search filters: 'Account Filter' with the value '710.400.??? ?????? ???', 'Budget Control Group' set to 'All', and 'Account Type' set to 'EXPENDITURE'. There are also checkboxes for 'Exclude Inactive Accounts' and buttons for 'Apply' and 'Clear'. Two yellow arrows point to the 'Account Filter' and 'Account Type' fields. A third yellow arrow points to the 'Apply' button. Below the filters is a toolbar with various icons and an 'Export To' dropdown. The main area contains a table with the following columns: 'Account', 'Description', 'Account Type', 'Active', 'Budget Control Group', 'Budget', and 'YTD Transactions'. The table is currently empty, with the text 'No records to display.' below it.

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

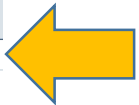
The budget to actual will fill in for each account (if you have more than one) and a grand total of all accounts will populate at the bottom of the window.

Account Detail

Account Filter: 710.400.??? ?????? ??? Budget Control Group: All [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
710.400.700.000000.561	STUDENT ACTIVITIES EXPENSES	EXPENDITURE	<input checked="" type="checkbox"/>		\$14,295.19	\$2,711.78	\$11,583.41	\$0.00	\$11,583.41	\$382.54	\$0.00	\$11,200.87



					\$14,295.19	\$2,711.78	\$11,583.41	\$0.00	\$11,583.41	\$382.54	\$0.00	\$11,200.87
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