

How much is left in my budget?

Login to iVisions
Login to Workflow
General Ledger
Transaction Inquiry
Account Detail
Hit Apply

Scroll to the Right side of the screen

Uncommitted Balance will be your ending budget balance for each row.
Be sure to sum the uncommitted balance row to see what the actual budget balance is.

Example:

ACCOUNT LIST									
Account Type	Budget Control	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance	Pre	Pending Invoices	Uncommitted
▶ EXPENDITURE		\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
EXPENDITURE		\$0.00	\$0.00	\$0.00	\$87.62	(\$87.62)	\$0.00	\$0.00	(\$87.62)

Uncommitted Bal: \$1,000 - \$87.62 = \$912.38 Balance

You can always use money left in another category to purchase from a different category.

Example: Supplies Uncommitted Balance \$50.00
Books Uncommitted Balance \$0.00

You can enter the purchase requisition for books as you have \$50 available in supplies.

Just be sure to never go over the Sum of the Uncommitted Balances.