

Finance Manager: Requisitioning Reports



The Requisitioning Reports menu provides the user access to reports specific to the Requisition process. These reports can be generated as a print preview, printed report, or exported to a variety of file types, including Adobe® PDF® and Microsoft® Excel®.

From nVision Requisitioning, select Reports from the left menu tree.

The Requisition Reports Viewer allows the user to click on any report, view a description of that report, and preview a sample of the report contents. Set the radio button to the appropriate report option and click Run at the bottom of the Preview window for the report selection criteria.

Requisition Reports

Requisition Reports

Account Status

Appropriation Status

Individual Account Transactions

Requisition Status Listing

Appropriation Status

This report shows Appropriation Status based on the selected criteria.

Preview:

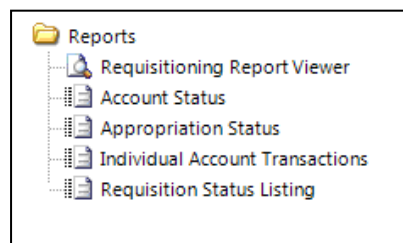
DEMO SCHOOL DISTRICT

Appropriation Status Report By Function From: 7/1/2008 - 6/30/2009

Account	Description	Original Budget	Adjustments	Adjusted Budget	Expensed	Encumbered	Available
A 1010 438-11-0000	MEMBERSHIP DUES	100,000.00	(6,020.00)	94,980.00	0.00	700.00	94,280.00
A 1010 490-11-0000	BOXES SERVICES	100,000.00	(980.00)	99,020.00	2,000.00	24.00	96,996.00
A 1010 800-11-0000	SUPPLIES-BOARD OF ED	100,000.00	0.00	100,000.00	365.99	2,748.20	96,896.81
A 1010...	*	300,000.00	(6,000.00)	294,000.00	2,365.99	3,472.20	288,161.81
A 1040 150-11-0000	NON-INSTR SAL-DISTR CLERK	100,000.00	1,000.00	101,000.00	0.00	0.00	101,000.00
A 1040 402-11-0000	CONF & TRAVEL	100,000.00	1,000.00	101,000.00	200.00	721.49	100,078.51
A 1040 475-11-0000	TUITION REIMBURSEMENT	100,000.00	(10,000.00)	90,000.00	(3,538.00)	200.88	95,737.12
A 1040 475-11-0000	MISC EXPENSES	200,000.00	(92,200.00)	107,800.00	206.55	210.63	137,383.82
A 1040 600-11-0000	SUPPLIES-DISTRICT CLERK	0.00	4,700.00	4,700.00	5.00	61.16	4,633.84
A 1040...	*	500,000.00	(65,500.00)	434,500.00	(3,527.45)	1,194.16	436,833.29
A 10...	**	800,000.00	(71,500.00)	728,500.00	(1,161.46)	4,666.38	724,995.16
A 1240 220-11-0000	COMPUTER HARDWARE	100,000.00	(2,100.00)	97,900.00	(999.00)	8,368.46	96,530.54
A 1240 438-11-0000	MEMBERSHIP DUES	2,000,000.00	0.00	2,000,000.00	0.00	720.00	1,999,280.00
A 1240...	*	2,100,000.00	(2,100.00)	2,097,900.00	(999.00)	9,088.46	2,089,810.54
A 12...	**	2,100,000.00	(2,100.00)	2,097,900.00	(999.00)	9,088.46	2,089,810.54
A 1310 150-22-0000	ASST SUPER OF BUSINESS SAL	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
A 1310 150-22-0000	NON-INSTR SALARIES	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
A 1310 200	EQUIPMENT	100,000.00	0.00	100,000.00	0.00	88.95	99,911.05
A 1310 400-22-0000	PROF SERVICES ADMIN	100,000.00	0.00	100,000.00	0.00	144.00	99,856.00
A 1310...	*	400,000.00	0.00	400,000.00	0.00	232.95	399,767.05
A 1330 480-22-0000	COMP SOFTWR-TAX COLLECTO	0.00	0.00	0.00	0.00	0.00	0.00
A 1330...	*	0.00	0.00	0.00	0.00	0.00	0.00
A 13...	**	400,000.00	0.00	400,000.00	0.00	232.95	399,767.05
A 1...	**	3,300,000.00	(73,600.00)	3,226,400.00	(2,166.46)	13,967.77	3,214,572.69
A 2020 220-66-0000	COMP HARDWR-ELEM OFFICE	0.00	1,000.00	1,000.00	0.00	36.99	963.01
A 2020 480-66-0000	TEXTBOOKS- ELEM. ADMIN.	0.00	8,600.00	8,600.00	117.21	0.00	8,482.79
A 2020...	*	0.00	9,600.00	9,600.00	117.21	36.99	9,445.80
A 20...	**	0.00	9,600.00	9,600.00	117.21	36.99	9,445.80
A 2110 402-66-0000	CONF & TRAVEL	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00
A 2110 600-66-1100	SUPPLIES- FIRST GRADE	0.00	5,000.00	5,000.00	20.00	320.00	4,680.00
A 2110 600-77-2400	PHYS. ED. SUPPLIES	0.00	5,000.00	5,000.00	0.00	148.25	4,851.75

5/11/2009
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Alternatively, simply select the specific report to run directly from the Reports menu.



Saving Reporting Criteria

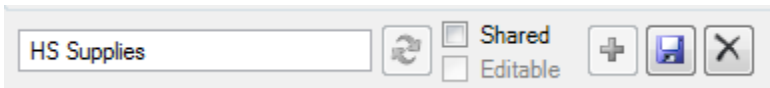
Select nVision reports have the capability of allowing the user to save the selection criteria. The Save Criteria is a useful feature in that it creates a template for the user containing specific selections for a report that can be used for future report generation. Options are provided to create a private report accessible to the specific user or to create guest reports that any user may access.

For any of the options below, make the report selections first, then save the criteria.



Creating a Private Report

Click **Add** . Name the specified criteria. The **Shared** box should be **unchecked** so that only the user creating will only have access. Click **Save** . The saved report can now be accessed from the drop down. Click the saved criteria name and the system returns the report options window that has the preselected criteria.



Creating a Guest Report

Click **Add** . Name the specified criteria. **Check** the **Shared** box so that other users will be able to access this report. Check the **Editable** box to allow other users to modify the report name and selection criteria. Click **Save** . The saved report can now be accessed from the drop-down by any user with permission to run the report. Click the saved criteria name and the system returns the report options window that has the preselected criteria.



Modify Criteria

Using the drop-down, select the saved criteria report name. Update the appropriate report criteria. Click **Save** .

Remove Criteria

Using the drop-down, select the saved criteria report name. Click **Delete** . Confirm that this is the correct report criteria that to be deleted; choose **Yes**.

Account Status

The Account Status Report allows the user to display the different types of transactions associated with a selected account code for a selected date range. This report is a summarized version of one account line from the Appropriation Status Report, showing each category of transaction starting with the opening budget amount, and includes any budget adjustments, encumbrances placed/liquidated, requisitions, and expenses that is used to determine the current available balance. The report only displays those accounts that the user has permissions to.

Account Status

This report shows the status of the selected Account between the chosen dates.

Search: a2110

Account	Description	ReqBalance
A 2110.490-33-0000	BOCES SERVICES	0
A 2110.500-66-0000	SUPPLIES - TEACHING EL	0
A 2110.500-66-1050	SUPPLIES - KINDERGARTEN	0
A 2110.500-66-1100	SUPPLIES - FIRST GRADE	0
A 2110.500-66-1300	SUPPLIES - THIRD GRADE	0
A 2110.500-66-1400	SUPPLIES - FOURTH GRADE	0

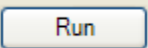
Report Criteria

Start Date: 07/01/2011

End Date: 06/30/2012 Prior Year


Run Cancel

1. Select the account code from the listing by highlighting the account record.
2. Enter the start and end dates (in MM/DD/YYYY format) to be included in the report. The report will include any transactions made to the account during the specified date range. Check the Prior Year box to run the report for a prior fiscal year. The system automatically changes the date range to the prior fiscal year dates.

3. Click .

The Account Status Report displays the selected date range and account. The report provides the following information: opening budget amount, adjustments, adjusted budget amount, encumbrances placed, encumbrances liquidated, outstanding encumbrances, outstanding requisitions, amount expensed, and unencumbered balance.

Adjusted Budget – (Outstanding Encumbrances + Outstanding Requisitions + Amount Expensed) = Unencumbered Balance

Demo CSD		
Account Status Report from 7/1/2011 to 6/30/2012		
A 2110.500-66-1300 - SUPPLIES - THIRD GRADE		
Opening Budget		1,061.00
Adjustments		0.00
Adjusted Budget		1,061.00
Encumbrances Placed		0.00
Encumbrances Liquidated		0.00
Outstanding Encumbrances		0.00
Outstanding Requisitions		44.10
Amount Expensed		250.00
Unencumbered Balance		766.90

Appropriation Status

The Appropriation Status Report provides detail of the individual appropriation accounts with respect to the current adjusted budget, fiscal year-to-date expenses, current encumbrances, and current unencumbered balance. The report only displays those accounts that the user has permissions to see, as defined in the User Administration routine.

Appropriation Status

This report shows Appropriation Status based on the selected criteria.

Report Criteria

Start Date: 07/01/2011

End Date: 06/30/2012 Prior Year

Sort By: Function

Report Type: Detail

Include Null (Zero) Accounts

Merge Funds

Account Components

Fund: All

Function: All

Object: All

Location: All

Program: All

Account Display

Example Account: 1010.160-12-3345

<input checked="" type="checkbox"/> First Function Total	*	1010
<input checked="" type="checkbox"/> Second Function Total	**	10
<input checked="" type="checkbox"/> Third Function Total	***	1

Run Cancel

1. Indicate the **start** and **end dates** or use the drop-down to choose from the on-line calendar. Check the **Prior Year** box to enter in a date range from a previous fiscal year.
2. Indicate the **Sort By** option. The report may be sorted in one of the following ways:
 - Function
 - Object
 - Function and Object
 - Location and Function
 - Location and Program
 - Program and Object
3. Select the report type as either **Detail**, **Summary**, or **Consolidated**.

The **Detail** report prints detail for each individual **account code**.

The **Summary** report prints detail for each **account grouping**.


The **Consolidated** Report is only available when running the report by Function or Object, or by Month. This type prints detail for a **range of account groupings**.

4. Check the **Include Null (Zero) Accounts** box to include account codes that have no activity.
5. If more than one fund is selected, check the box if report funds are to be **merged** together. Uncheck the **Merge Funds** box if report funds are to be listed separately.
6. Use the **First, Second, and Third Totals** options to specifically define the formatting of any report breaks that should be included. Specify whether to include all, some, or none of the totals (as shown in the examples on the criteria selection window) by checking the appropriate boxes. Based on the **Sort** option selected, the user can select the types of formatting breaks needed for each function, object, location, and program code.

Check the **First Function Total** box to display totals for all accounts having the same function code.

Check the **Second Function Total** box to display totals for the accounts having the same first 2 characters of the function code.

Check the **Third Function Total** box to display totals for the accounts having the same first character of the function code.

7. Choose the **Funds** to include in the report. The default value is the **A Fund**. Use the drop-down to select All or Selected funds. Use the binoculars  to search for selected funds.

Once in the lookup, hold down the Ctrl key and select a nonconsecutive range of fund codes or the Shift key and select a consecutive range of fund codes. Check the **Select All** box to choose all Funds. Click OK to return to the criteria selection window.


8. Choose the **Function** portion of the account code to be included in the report. The default value is ALL; however specific functions can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific functions.
9. Choose the **Object** portion of the account code to be included in the report. The default value is ALL; however specific objects can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific objects.
10. Choose the **Location** portion of the account code to be included in the report. The default value is ALL; however specific locations can be chosen by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific locations.
11. Choose the **Program** portion of the account code to be included in the report. The default value is ALL; however specific programs can be selected by clicking on the drop-down arrow and choosing **Selection**. The lookup is now displayed, allowing selection of one or more specific programs..
12. Save the criteria if necessary. Refer to page 2 of this document for details on saving the selection criteria.

13. Click Run .

The Appropriation Status Report includes the following information for each account code within the selected fund: account number, account name, original budget amount, adjustment amount, revised budget amount, expensed amount, encumbered amount, requisitioned amount, and available amount. Subtotals are provided by function if the **Totals** option is selected. The report concludes with grand totals for the fund selected.

$$\begin{aligned} &\text{Original Budget} + \text{Adjustments} = \text{Revised Budget} \\ &\text{Revised Budget} - \text{Expensed} - \text{Encumbered} - \text{Requisition} = \text{Available} \end{aligned}$$

The two columns to note on this report are the **REQUISITION** and **AVAILABLE** columns. The REQUISITION column reflects the total dollar amount in outstanding requisitions at the time the report is printed. This amount increases when requisitions are added and decreases when requisitions are either converted into purchase orders or are deleted. The AVAILABLE column is the total balance available to each requisition user that has access to any given account code.

Demo CSD								
Appropriation Status Report By Function from 7/1/2011 to 6/30/2012 (Detail)								
Account	Account Name	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Requisition	Available
A 2110.500-66-0000	SUPPLIES - TEACHING EL	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1050	SUPPLIES - KINDERGARTEN	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1100	SUPPLIES - FIRST GRADE	1,061.00	0.00	1,061.00	0.00	0.00	98.00	963.00
A 2110.500-66-1200	SUPPLIES - SECOND GRADE	1,061.00	0.00	1,061.00	0.00	0.00	104.50	956.50
A 2110.500-66-1300	SUPPLIES - THIRD GRADE	1,061.00	0.00	1,061.00	0.00	0.00	44.10	1,016.90
A 2110.500-66-1400	SUPPLIES - FOURTH GRADE	1,061.00	299.00	1,360.00	0.00	299.00	0.00	1,061.00
A 2110.500-66-1500	SUPPLIES - FIFTH GRADE	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1600	SUPPLIES - SIXTH GRADE	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1700	SUPPLIES - REMEDIAL READING	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1800	SUPPLIES - READING	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-1900	SUPPLIES - COMPUTER LAB.	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-2000	SUPPLIES - ELEM ART	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-2200	SUPPLIES - ELEM MUSIC	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-2270	TEACHING SUPPLIES EL REMEDIAL	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-3000	TEACHING SUPPLIES EL ART	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-3300	SUPPLIES - WHOLE LANGUAGE	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-66-6000	TEACHING SUPPLIES READING	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2000	SUPPLIES - HS ART	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2100	SUPPLIES - ENGLISH	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2200	SUPPLIES - HS MUSIC	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2300	SUPPLIES - SOCIAL STUDIES	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2400	PHYS. ED. SUPPLIES	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2500	SUPPLIES - HEALTH	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2600	TECHNOLOGY SUPPLIES	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2700	SUPPLIES - FOREIGN LANGUAGES	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-2800	SUPPLIES - SCIENCE	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-3000	SUPPLIES - MATHEMATICS	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-3100	SUPPLIES-BUS ED.	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-3200	SUPPLIES - MIDDLE LEVEL	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-3600	SUPPLIES - HS COMPUTER LABS.	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-77-7000	TEACHING SUPPLIES HS SCIENCE	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-88-2900	SUPPLIES, SPECIAL ED.	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-99-0000	DISTRICT SUPPLIES	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110.500-99-0020	DISTR SUPPLIES-RCS@60	1,061.00	0.00	1,061.00	0.00	0.00	0.00	1,061.00
A 2110 - TEACHING-REGULAR SCHOOL	*	36,074.00	299.00	36,373.00	0.00	299.00	246.60	35,827.40

Individual Account Transactions

The Individual Account Transactions Report prints detail of account history transactions for a selected appropriation account code within a specified date range. The report can only be generated for one account code at a time. This report reflects a detail line item for each transaction starting with the opening budget amount, and shows all account activity (i.e., encumbrances placed, expenses, and requisitions) that determine the current available balance. The report only displays those accounts that the user has permissions to see in nVision Requisitioning.

Individual Account Transactions

This report lists the Individual Account Transactions for the selected criteria.

Search: a2110

Account	Description	ReqBalance
A 2110.500-66-1200	SUPPLIES - SECOND GRADE	0
A 2110.500-66-1300	SUPPLIES - THIRD GRADE	0
A 2110.500-66-1400	SUPPLIES - FOURTH GRADE	0
A 2110.500-66-1500	SUPPLIES - FIFTH GRADE	0
A 2110.500-66-1600	SUPPLIES - SIXTH GRADE	0
A 2110.500-66-1700	SUPPLIES - REMEDIAL READING	0
A 2110.500-66-1800	SUPPLIES - READING	0

Report Criteria

Start Date: 07/01/2011

End Date: 06/30/2012 Prior Year

Run Cancel

1. Select the **account code** from the listing by highlighting the account record.
2. Enter the **start** and **end dates** (in MM/DD/YYYY format) to be included in the report. The report will include any transactions made to the account during the specified date range. Check the Prior Year box to run the report for a prior fiscal year. The system automatically changes the date range to the prior fiscal year dates.


NOTE: When running the Individual Account Transaction Report with a starting date that is **AFTER** the current fiscal year start date, the first line of the report includes a beginning balance line which encompasses all transactions from the starting fiscal date to the specified starting report date.

3. Click .

The Individual Account Requisition Transaction Report includes the following information for each account code: transaction date, purchase order/requisition number, reference number, invoice number, transaction explanation, schedule number, appropriation amount, encumbrance amount, expensed amount, requisitioned amount, and available amount. The report concludes with the total appropriation, total encumbered, total expense, total requisition, and total available amount for the account code.

Appropriation Amount – Encumbrances – Expenses - Outstanding Requisitions = Available Amount

NOTE: The Transaction Explanation will display the vendor associated with the transaction if no detail description was entered at the time of data entry; if detail was entered, the Transaction Explanation reflects that detail.

Demo CSD										
										
Individual Account Transactions Report for A 2110.500-66-1300 from 7/1/2011 to 6/30/2012										
Date	PO# Req#	Ref #	Invoice	Explanation	Sch #	Appropriation	Encumbrance	Expense	Requisition	Available
07/01/2011		1			JE-1	1,061.00	0.00	0.00	0.00	1,061.00
02/01/2012		123002	test	12345	CD-8	0.00	0.00	250.00	0.00	811.00
04/26/2012	1	1		Book order 2011-12 school year - Elem School	RQ-0	0.00	0.00	0.00	44.10	766.90
Grand Totals:						1,061.00	0.00	250.00	44.10	766.90

Requisition Status Listing

The Requisition Status Listing report allows each user to generate a detail or summary report indicating the status (Unsubmitted, Pending, Approved, Disapproved, and/or Converted) and approval level of their own requisitions.

Note: Requestor permissions only allow the printing the requisitions that the requestor entered. **Approver permissions** allows for the printing of requisitions that the approver entered, requisitions that the approver approved, or all requisitions.

1. Use the **Filter By** drop-down to indicate which requisitions to print.
 - Requisitions I Entered** – Choose this option to report on only those requisitions that the user has entered.
 - Requisitions I Approve** – Choose this option to report on only those requisitions that the user will be approving or has already approved.
 - All Requisitions** – Choose this option to report on every requisition entered. (Permission required)
2. Enter the **Start** and **End Dates** of requisitions to be included in the report. These fields default to the starting and ending dates of the current fiscal year and may be changed as needed. Check the **Prior Year** box to report on requisitions dated from a prior fiscal year.
3. Use the **Requisition(s)** drop-down to indicate which requisition(s) to select. The default value is ALL requisitions within the specified date range and status type(s); however selection of specific requisitions can be done here.
4. Indicate the **Report Type** to generate.

Summary – This report provides the requisition number, date, vendor name, approver name, total amount, current approval level or purchase order number (if converted), status (i.e., Approved, Converted, etc.), reason, and requestor name. The Summary report prints one line for each requisition on the same page.

Detail – This report provides the requisition number, date, vendor name, approver name, total amount, current approval level or purchase order number (if converted), status (i.e., Approved, Converted, etc.), reason, and requestor name. In addition, the report provides the account numbers to which the items are to be charged, line item descriptions, quantity ordered, unit price, shipping charges, discount amounts, extended price and total amount. An option is provided to display account distribution information. The Detail report prints each requisition on a separate page.

5. The **Include Distribution** field is only available if the **Report Type** selected is **Detail**.

Set the drop down to **YES** to display any account information entered on the Percent Distribution and/or Shipping window.

Set the drop down to **NO** to NOT display any account information entered on the Percent Distribution and/or Shipping window.

6. Use the **Status Type(s) to be Included** check box fields to specify one or more requisition status type on which to report. Selections can be for one, multiple, or all status types.

7. Click  .

Requisition Status Listing - Summary Report

Demo CSD



Requisition Status Listing Report for all Requisitions from 7/1/2011 to 6/30/2012

Req #	Date	Vendor Name	Approver	Total Amount	Level/PO #	Status	Reason	Requested By
1	04/26/2012	ACADEMIC BOOK SERVICE INC	Approver, John	\$246.60	L1	Approved		Requirer, John
2	04/30/2012	FACILITIES INC	Approver, John	\$2,500.00	L1	Pending Approval		Requirer, John
3	04/30/2012	BECKER'S AUTO SALVAGE	Approver, John	\$1,200.00	L1	Pending Approval		Requirer, John

Requisition Status Listing - Detail Report (with Distribution)

Demo CSD



Requisition Status Listing Report for all Requisitions from 7/1/2011 to 6/30/2012

Req #	Date	Vendor Name	Approver	Total Amount	Level/PO #	Status	Reason	Requested By
1	04/26/2012	ACADEMIC BOOK SERVICE INC	Approver, John	\$246.60	L1	Pending Approval	Please approved books needed ASAP	Requirer, John

Requisitioned Items

Account	Description	Quantity	Unit Price	Shipping	Discount	Ext Price
A 2110.500-66-1100	1st Grade Math Books	2	\$50.00	\$0.00	\$2.00	\$98.00
A 2110.500-66-1200	2nd Grade Math Books	2	\$55.00	\$0.00	\$5.50	\$104.50
A 2110.500-66-1300	3rd Grade Math Books	1	\$45.00	\$0.00	\$0.90	\$44.10
Total:						\$246.60

Account Distribution

Account	Description	Amount
A 2110.500-66-1100	SUPPLIES - FIRST GRADE	\$98.00
A 2110.500-66-1200	SUPPLIES - SECOND GRADE	\$104.50
A 2110.500-66-1300	SUPPLIES - THIRD GRADE	\$44.10
Total:		\$246.60

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