

iVisions – Medicaid Reports Set-Up Cheat Sheet

1. IVEE → General Ledger → Reports → General Ledger Report Writer

* You will need to reference the GSA, Appendix N, Page 23 or the Fairbanks Site, Reference Materials, Allocated Costs Schedule, for a complete list of Functions and Object Codes that will be used for each report.

2. Add a New Report → Select “Funds & Functions” one at a time **OR**

Add General Ledger Report

Report Information

Name: DAC:

Description: Detail Level:

Budget Col 1: Budget Col 2: Budget Col 3:

Print accounts with zero balance

Selection Criteria						
Element	Sort Order	Collapse Mask	Select All Elements?	Sub Total?	Page Break?	
Fund	1	?????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Function	2	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Object	3	?????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Program	4	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location	5	???????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JobClass	6	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fund(Filtered)		
Fund	Description	Selected?
▶ 11000	OPERATIONAL	<input type="checkbox"/>
12000	TEACHERAGE	<input type="checkbox"/>
13000	TRANSPORTATION	<input type="checkbox"/>
14000	INSTRUCTIONAL MATERIALS	<input type="checkbox"/>
21000	FOOD SERVICE	<input type="checkbox"/>
22000	ATHLETICS	<input type="checkbox"/>
23000	STUDENT ACTIVITIES	<input type="checkbox"/>
23001	GIRLS BASKETBALL	<input type="checkbox"/>
23002	VOLLEYBALL	<input type="checkbox"/>
23003	POWER SCHOOL FUND	<input type="checkbox"/>
23004	NURSE SUPPLY FUND	<input type="checkbox"/>
23005	PEE WEE BASKETBALL	<input type="checkbox"/>
23006	DUE TO BOND HOLDER HEIRS	<input type="checkbox"/>

Mode: Add Close this dialog after update?

OK Cancel Help

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2. Select “Actions” → “Report Account Masks”

* This example will utilize the “Report Account Masks” for the setup.

The screenshot shows the 'Add General Ledger Report' dialog box in the 'General Ledger Report Writer' application. The 'Actions' menu is open, with 'Report Account Masks' selected. A black arrow points to this option. The dialog box contains the following settings:

- Actions:** Select All (Ctrl+S), Deselect All (Ctrl+D), Select Highlighted, Deselect Highlighted, Print Report, Select by Element Mask, Report Account Masks.
- DAC:** CORONA PUBLIC SCHOOLS
- Detail Level:** None
- Budget Col 2:** ADOPT 1617
- Budget Col 3:** ADOPT 1617

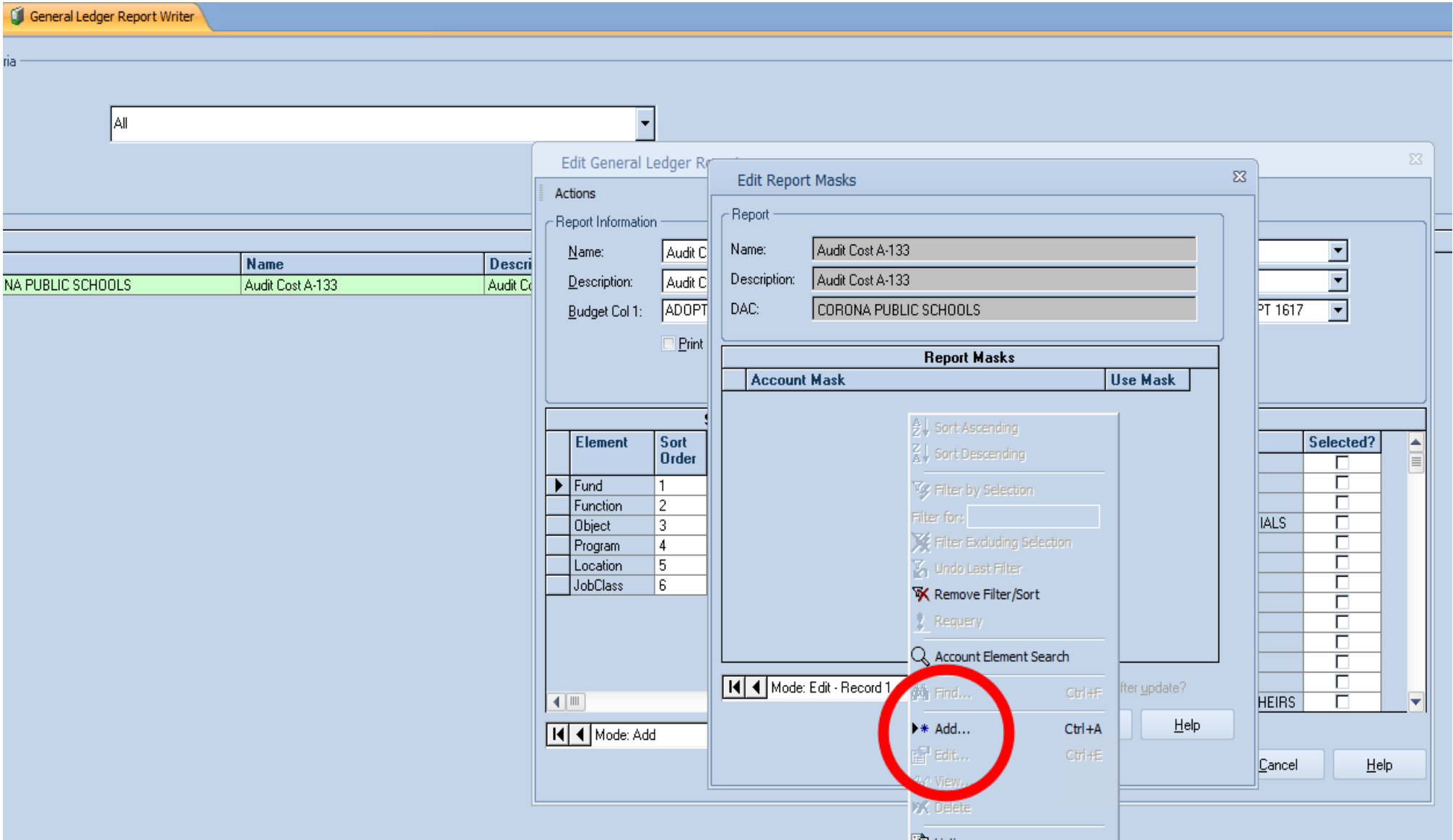
Below the settings are two tables:

Selection Criteria							Fund(Filtered)		
Element	Sort Order	Collapse Mask	Select All Elements?	Sub Total?	Page Break?	Fund	Description	Selected?	
Fund	1	?????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11000	OPERATIONAL	<input type="checkbox"/>	
Function	2	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12000	TEACHERAGE	<input type="checkbox"/>	
Object	3	?????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13000	TRANSPORTATION	<input type="checkbox"/>	
Program	4	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14000	INSTRUCTIONAL MATERIALS	<input type="checkbox"/>	
Location	5	???????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21000	FOOD SERVICE	<input type="checkbox"/>	
JobClass	6	????	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22000	ATHLETICS	<input type="checkbox"/>	
						23000	STUDENT ACTIVITIES	<input type="checkbox"/>	
						23001	GIRLS BASKETBALL	<input type="checkbox"/>	
						23002	VOLLEYBALL	<input type="checkbox"/>	
						23003	POWER SCHOOL FUND	<input type="checkbox"/>	
						23004	NURSE SUPPLY FUND	<input type="checkbox"/>	
						23005	PEE WEE BASKETBALL	<input type="checkbox"/>	
						23006	DUE TO BOND HOLDER HEIRS	<input type="checkbox"/>	

At the bottom of the dialog box, there is a 'Mode: Add' field and a checkbox labeled 'Close this dialog after update?'.

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3. Edit Report Masks → Right Click → Add



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4. Add in Fund, Function, Object Code → Click “Ok” → Repeat

The screenshot shows the 'General Ledger Report Writer' interface. A table lists report entries, with 'CORONA PUBLIC SCHOOLS' and 'Audit Cost A-133' highlighted. Two dialog boxes are open: 'Edit General Ledger Report' and 'Edit Report Masks'. The 'Edit Report Masks' dialog has an 'Add Report Mask' sub-dialog open. In this sub-dialog, the 'Account Mask' field contains '11000.3100.53411.????????????' and is pointed to by a blue arrow. The 'OK' button is circled in red. The 'Edit Report Masks' dialog also has an 'OK' button circled in red.

Name	Description
CORONA PUBLIC SCHOOLS	Audit Cost A-133

Element	Sort Order	Collapse Mask
Fund	1	?????
Function	2	????
Object	3	?????
Program	4	????
Location	5	??????
JobClass	6	????

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5. Once Complete, Click “Ok” to Save Report → Continue from Step 2. to finish with ALL Medicaid Reports

* This initial setup is only needed to be done once. Then reports can be run yearly; only search dates need to be entered.

The screenshot shows the 'General Ledger Report Writer' application. In the background, a table lists reports for 'CORONA PUBLIC SCHOOLS' with 'Audit Cost A-133' as the name and description. Two dialog boxes are overlaid on the main window:

- Edit General Ledger Report:** Shows report information for 'Audit Cost A-133' with a budget code of 'ADOPT 1516'. It includes a 'Selection Criteria' table and a 'Print accounts with' checkbox.
- Edit Report Masks:** Shows the same report information and a table of report masks. The 'OK' button at the bottom is circled in red.

Element	Sort Order	Collapse Mask
Fund	1	?????
Function	2	????
Object	3	?????
Program	4	????
Location	5	??????
JobClass	6	????

Account Mask	Use Mask
11000.3100.53411.????????????	<input checked="" type="checkbox"/>
27101.3100.53411.????????????	<input checked="" type="checkbox"/>
25153.3100.53411.????????????	<input checked="" type="checkbox"/>
28144.3100.53411.????????????	<input checked="" type="checkbox"/>

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6. Main General Ledger Writer Grid → Select “Actions” → Print Report(s)

The screenshot displays the iVisions software interface. The 'Actions' menu is open, showing options like Refresh, Copy Report, and Print Report(s). The 'Print Report(s)' option is highlighted. The main grid area shows a 'Filter Criteria' section with a 'DAC' dropdown menu set to 'All'. Below the grid is a table titled 'Reports' with columns for DAC, Name, Description, Budget Col 1, Budget Col 2, and Budget Col 3.

Reports					
DAC	Name	Description	Budget Col 1	Budget Col 2	Budget Col 3
CORONA PUBLIC SCHOOLS	Audit Cost A-133	Audit Cost A-133	ADOPT 1516	ADOPT 1617	ADOPT 1617
▶ CORONA PUBLIC SCHOOLS	Bonding Costs	Bonding Costs	ADOPT 1516	ADOPT 1617	ADOPT 1617

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7. Select Medicaid Reports → Select Date Range → Print General Ledger Report → Click “Ok”

The screenshot shows the 'Print Reports' dialog box in the iVisions software. The dialog box is titled 'Print Reports' and has a close button (X) in the top right corner. It contains several sections:

- Actions:** A section with a 'Reports' table.
- Report Information:** A section with 'From Date' and 'To Date' fields, and several checkboxes for report types.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons at the bottom.

The 'Reports' table has the following columns: Location, Name, Description, and Select. The table contains the following rows:

Location	Name	Description	Select
CORONA PUBLIC SCHC	EXP. ALL FUNDS-EMERG SI	EXPENSE	<input type="checkbox"/>
CORONA PUBLIC SCHC	2010 GO BOND STUDENT LI	2010 GO BOND STU	<input type="checkbox"/>
CORONA PUBLIC SCHC	Audit Cost A-133	Audit Cost A-133	<input checked="" type="checkbox"/>
CORONA PUBLIC SCHC	Bonding Costs	Bonding Costs	<input checked="" type="checkbox"/>
CORONA PUBLIC SCHC	CAPITAL OUTLAY EXPENDI	CAPITAL OUTLAY EXPEND	<input type="checkbox"/>
CORONA PUBLIC SCHC	Copy of SALARY REPORT	SALARY REPORT	<input type="checkbox"/>
CORONA PUBLIC SCHC	CPS BOARD REPORT - DIRE	CPS BOARD REPORT	<input type="checkbox"/>
CORONA PUBLIC SCHC	CPS BOARD RPT - FEDERAL	CPS BOARD RPT - FEDER/	<input type="checkbox"/>
CORONA PUBLIC SCHC	CPS BOARD RPT - FOOD SE	CPS BOARD RPT - FOOD S	<input type="checkbox"/>
CORONA PUBLIC SCHC	CPS BOARD RPT BOND BLC	CPS BOARD RPT BOND BL	<input type="checkbox"/>
CORONA PUBLIC SCHC	CPS BOARD RPT W/O DIRE	CPS BOARD RPT W/O DIR	<input type="checkbox"/>

The 'Report Information' section has the following fields and options:

- From Date: 08/01/2016
- To Date: 08/31/2016
- Print GL Report
- Print Budget Report
- Print GL Report with Budget Adjustments
- Print Trial Balance Report
- Print GL Report Using Collapse Mask as Subtotal
- Sort by Account
- Print Account Detail
- Include Pre Encumbrance
- Use Budget Definition
- Filter Encumbrance Detail by Date Range
- Definition: [Dropdown]
- Detail Level: Standard Maximum
- Round to whole dollars
- Account on new page

The 'OK' button is circled in red. Arrows point to the 'Audit Cost A-133' and 'Bonding Costs' rows in the table, the date fields, and the 'Print GL Report' checkbox.

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Example of what the Reports will look like for Printing:

Enterprise Edition - Report Viewer - [Bonding Costs] PHXDVMCDUE10

File Export View Help

Print All Excel Document Excel Data PDF Document RTF Document Text Document HTML Document Send Attachment

Audit Cost A-133 Bonding Costs

100% 1/1 Back Forward

Corona Public Schools

Bonding Costs

From Date: 8/1/2016 To Date: 8/31/2016

Fiscal Year: 2016-2017

Subtotal by Collapse Mask
 Include pre encumbrance
 Print accounts with zero balance
 Filter Encumbrance Detail by Date Range
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
11000.2300.53412.0000.0338000.0000	BOND/BOARD ELECTIONS	\$2,130.00	\$0.00	\$0.00	\$2,130.00	\$0.00	\$2,130.00	100.00%
Grand Total:		\$2,130.00	\$0.00	\$0.00	\$2,130.00	\$0.00	\$2,130.00	100.00%

End of Report