Expenditure

Budgets
Viewing Expenditure Budgets

Main Menu>
Fund Accounting >
Budget Ledgers>
Expenditure Ledger
On this screen Tab and enter
63000 in Budget Control Account
2000 in Fund
xxx in Location

Press or
From this screen you can scroll and see all accounts:

Note: Double click to see transaction detail
From Transactions Detail screen, click Green okay button:
When prompted with this screen, scroll until transaction is (highlighted):

Note: Select transaction by double clicking or selecting green okay button
On this screen, click attachment icon to view details of attachment.
By double clicking in the highlighted area, you can view the Purchase Order or Check number associated with this transaction detail:
Check Detail

LITTLE ROCK SCHOOL DISTRICT
OPERATING ACCOUNT
810 WEST MARKHAM
LITTLE ROCK, ARKANSAS 72201
BANK OF AMERICA
LITTLE ROCK, ARKANSAS 72201

CHECK DATE 02/20/18
CHECK NO. 530617

AMOUNT $1,907.50

PAY THE SUM OF *****1907* DOLLARS AND ***50* CENTS

TO THE ORDER OF
MJ COMMUNICATIONS INC
P O BOX 16510
NORTH LITTLE ROCK AR 72111

PDF Copy Only - Non-Negotiable

LITTLE ROCK SCHOOL DISTRICT
VENDOR NO. 10828

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>PURCH. ORDER</th>
<th>INVOICE NUMBER</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000112001700030 66100</td>
<td>1801270</td>
<td>25275</td>
<td>1,907.50</td>
</tr>
</tbody>
</table>

Purchase Order Detail

LITTLE ROCK SCHOOL DISTRICT
PROCUREMENT Dept. (501) 447-2260
E-MAIL: Invoices to INVOICE@LRSD.ORG OR
MAIL To: LRSD FINANCE
810 W. Markham, Little Rock, AR 72201

lgoshen@mjcomm.com

10828
MJ COMMUNICATIONS INC
230 NEWMAN DRIVE
NORTH LITTLE ROCK AR 72117

PURCHASE ORDER NO. 1801270
PAGE NO. 1

BALE ELEMENTARY SCHOOL - LRSD
6501 W 32ND STREET
LITTLE ROCK, AR
72204

ATTN: BALE ELEMENTARY/ GLORIA DELON
PO@LRSD.ORG

ORDER DATE: 09/28/17
BUYER: BALE ELEMENTARY
REQ. NO. R1801469
REQ. DATE:

TERMS: NET 30 DAYS
F.O.B.:

DESC: QUOTE #09-08-2017; SS37-0

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>5.00</td>
<td>EACH</td>
<td>RADIO EQUIPMENT: MOTOROLA UHF DIGITAL WITH DISPLAY MODEL # SL300U</td>
<td>350.0000</td>
<td>1,750.00</td>
</tr>
</tbody>
</table>

SALES TAX: 157.50
Accessing Budgets

Main Menu>
Fund Accounting >
Reports>
Expenditure Status Reports>
Detail Expenditure Status Report

Click “Advanced” Button
Scroll and select School/Department; Click OK

Click “Load”
Budget Report Definition (for your School and/or Department) will display on this screen

Select “OK”: 

Little Rock School District LEDC

ExpBudget | 12
You will be routed back to the Budget Report Criteria screen

Note: Report Criteria is “grayed out” -- Report ready to process; click green button

[Image of a screenshot showing a report criteria section with highlighted fields and notes]
Report will always default to Screen (pdf); but you can also print in Excel
Note:
You will receive this notification at the bottom of page if you are using Internet browser; doesn’t always show in Microsoft Edge;
Please contact Help Desk: 447-HELP (4357) for assistance with browser selection