VISIONS EXPENDITURE SUMMARY REPORT
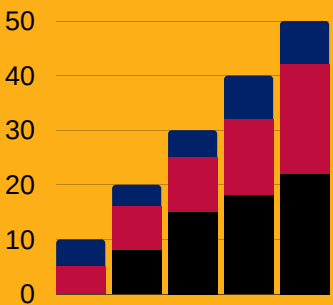
Reports are needed for some Reimbursement Requests (RRs) and all Completion Reports (CRs)

1 GO TO REPORTS

To create a Visions Account Listing Summary Report, log into your Visions and go to Reports.

2 SELECT AZ-GRANTS MANAGEMENT REPORT

Selection Parameter Box will open up upon selecting this report.

3 SELECT THE APPROPRIATE INFORMATION

Select the appropriate fund, date range, fiscal year (FY), etc.

4 MOST FREQUENT INFORMATION CHOICE

To Date: project end date or 90 days past the end. FY: current year only. Fund and/or Account Filter Mask: fund code of the desired grant.

5 CLICK OK

This will confirm the action and populate the report on the screen.

6 SAVE LOCALLY ON YOUR PC

Once the report is saved, you can attach it in GME's RR's Related Documents or CR's CR Related Documents pages.