

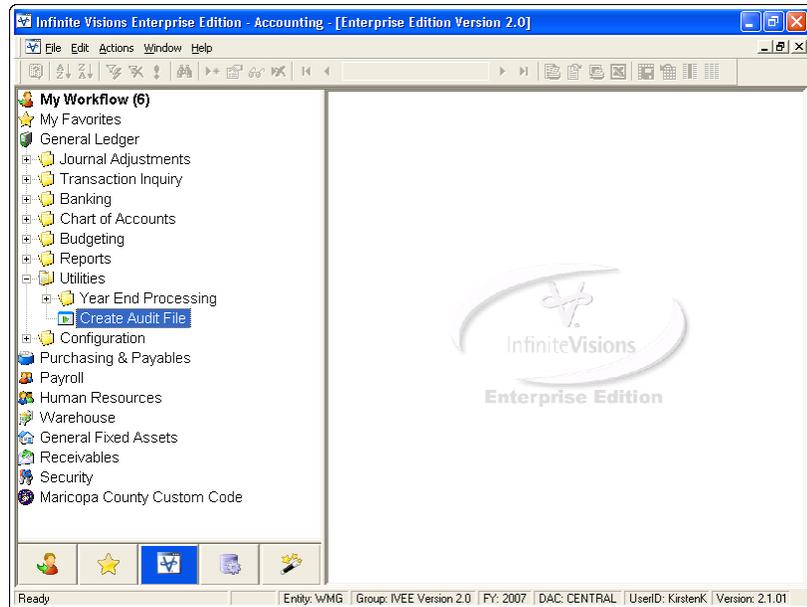


Creating an Audit File

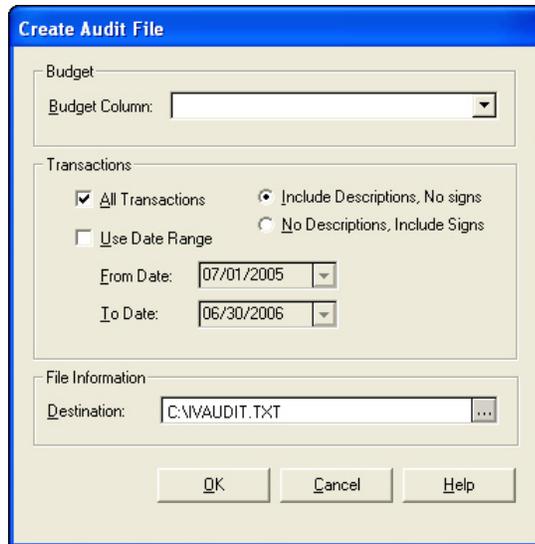
Infinite Visions Enterprise Edition has a utility to extract account information to a file to facilitate the audit process. The file contains Budget and Actual transaction balances by account.

To create an Audit File:

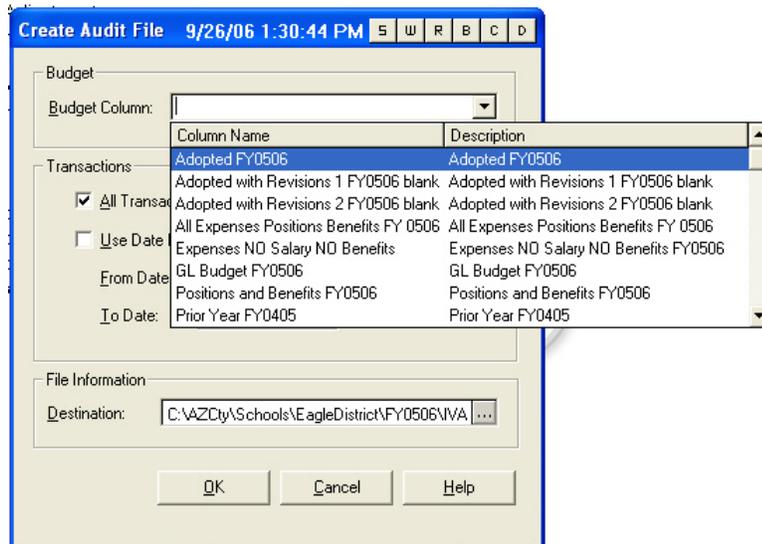
1. In the General Ledger menu, expand **Utilities** to display the menu options.



2. Under Utilities, select the **Create Audit File** menu item. The system displays the following screen.



3. In the **Budget Column** field, use the drop-down list to select the budget column to include in the file.



4. Select the **Transactions** to include in the account balances. You may include all transactions for the fiscal year, or use the date range criteria.

Choose whether you want to **Include Descriptions, No Signs** or **No Descriptions, Include Signs**.

Include Descriptions, No Signs:

Select this option to have the file contain account descriptions and no signs on the numbers. This is the default. This option creates a file of the following format:

The following is the file format for the audit file if you select this option:

Data	Start	End	Length
Account Code	1	40	40
Account Description	41	75	35
Budget Amount*	76	90	15
Actual Amount*	91	105	15
Filler Space	106	106	1

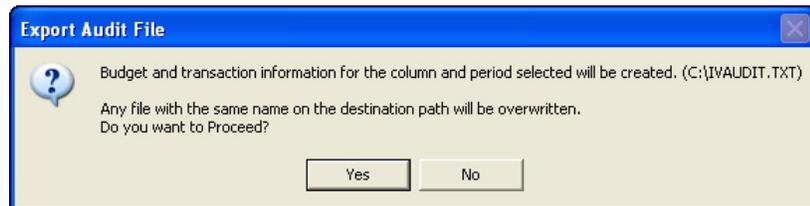
*Amounts are rounded to whole dollars

No Descriptions, Include Signs:

The following is the file format for the audit file if you select this option.

Data	Start	End	Length
Account Code	1	24	24
Actual Amount	25	36	12
Budget Amount	37	48	12
Filler Space	49	54	6

- In the **File Information** field, review the destination where the system will place the file it creates. You can change the path if you wish.
- Click **OK**. The system displays the following message:



- Click Yes to proceed. The system displays the following message when the file is created:

