



**Activity: Student Activities – Activity Manager Report (Internal Accounts)**  
**Munis > Financials > Student Activity > Activity Manager Report**

**Run Activity Manager Report for all activities**

1. Navigate to the Activity Manager Report
2. Define Report
  - a. **Location** – select cost center
  - b. Select the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - c. **Activity** – select ALL
  - d. **Action** – select ALL
  - e. **From Date** – input or select the date the report begins (e.g. 7/1/2015)
  - f. **To Date** – input or select the date the report ends (e.g. 12/31/2015)
  - g. **Summary/Detail** – select Detail
  - h. **Rollup to Cash Account** – select No
  - i. **Print Report Parameters** – select Yes
3. Click **View Report** – depending on the selected parameters, the report may take several minutes to run
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report – the report is sorted by activity

**Run Activity Manager Report for specified activity or activities**

1. Navigate to the Activity Manager Report
2. Define Report
  - a. **Location** – select cost center
  - b. **Activity** – de-select ALL and select the activity or activities desired
  - c. Select the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - d. **Action** – select ALL
  - e. **From Date** – input or select the date the report begins (e.g. 7/1/2015)
  - f. **To Date** – input or select the date the report ends (e.g. 12/31/2015)
  - g. **Summary/Detail** – select Detail
  - h. **Rollup to Cash Account** – select No
  - i. **Print Report Parameters** – select Yes
3. Click **View Report** – depending on the selected parameters, the report may take several minutes to run
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report – the report is broken out by activity when run for more than one activity



In order to run a report for payables (such as Athletics Payable) complete the steps as noted in Run Activity Manager Report for a single Activity, selecting the appropriate Payable activity or activities. Payables are the series of activities that begin with ‘2.’