



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

Report #2

Run Project Balance for all Activities

1. Navigate to the **Project Balance 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. **As Of** – enter the ending date for the report (e.g., the last day of the month to be reconciled)
 - f. **Print Report Parameters** – select No
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 Project Balance for All Activities report is run for the month-end packet. It can also be run to generate a balance report for your principal. The single activity report is run for a single activity and can be run as needed for individual project balances- it is not part of your month-end report.

Run Project Balance for a Single Activity

1. Navigate to the **Project Balance 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** – de-select ALL and select the activity or activities desired
 - d. **Action** – select ALL
 - e. **As Of** – enter the ending date for the report (e.g., the last day of the month to be reconciled)
 - f. **Print Report Parameters** – select No
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