



Activity: Student Activity Balance Sheet Report and Statement of Revenues, Expenses, and Fund Balances Report

Run Student Activity Balance Sheet Report

Report A

1. Navigate to the **Student Activity Balance Sheet Report**
Munis > Financials > Student Activity > SA Balance Sheet
2. Define Report
 - a. **Report Date** – input or select the last date of the month to be reported
 - b. **Fiscal Year** – input the fiscal year for the month to be reported
 - c. **Starting Fiscal Year** – input or select the first date of the fiscal year for the month to be reported
 - d. **School Number** – input the four digit cost center number
3. Click **View Report**
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

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|------------------------|---|---------------------------------------|-----------------------------------|
| Report Date : | <input type="text" value="11/30/2016"/> | Fiscal Year : | <input type="text" value="2017"/> |
| Starting Fiscal Date : | <input type="text" value="7/1/2016"/> | School Number (leave blank for all) : | <input type="text" value="0082"/> |

Run Statement of Revenues, Expenses, and Fund Balances Report

Report B

1. Navigate to the **Statement of Revenues, Expenses, and Fund Balances Report**
Munis > Financials > Student Activity > SA Statement Rev Exp FB
2. Define Report
 - a. **Location** – input or select the four digit cost center number
 - b. **Cash Account** – this number will default based on **Location** selection
 - c. **Start Date** – input or select the first date for the month to be reported
 - d. **End Date** – input or select the last date for the month to be reported
 - e. **Fiscal Year** – input the fiscal year for the month to be reported
 - f. **Fiscal Start Date** – input or select the first date of the fiscal year for the month to be reported
3. Click **View Report**
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

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|---------------|---|---------------------|---|
| Location : | <input type="text" value="0117 - Odessa Elementary"/> | Cash Account : | <input type="text" value="11110117"/> |
| Start Date : | <input type="text" value="11/1/2016"/> | End Date : | <input type="text" value="11/30/2016"/> |
| Fiscal Year : | <input type="text" value="2017"/> | Fiscal Start Date : | <input type="text" value="7/1/2016"/> |