



**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 (Rpt. A)**
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

Home > SA > SA\_Balance\_Sheet

Report Date :	<input type="text" value="10/31/2020"/>		Fiscal Year :	<input type="text" value="2021"/>
Starting Fiscal Date :	<input type="text" value="7/1/2020"/>		School Number:	<input type="text" value="0057"/>

**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

Home > SA > SA\_Statement\_Rev\_Exp\_FB

Location :	<input type="text" value="0261 - Gulf Middle School"/>		Cash Account :	<input type="text" value="11110261"/>
Start Date :	<input type="text" value="10/1/2020"/>		End Date :	<input type="text" value="10/31/2020"/>
Fiscal Year :	<input type="text" value="2021"/>		Fiscal Start Date :	<input type="text" value="7/1/2020"/>