

How to Print an Activity Fund Balance Report (Summary):

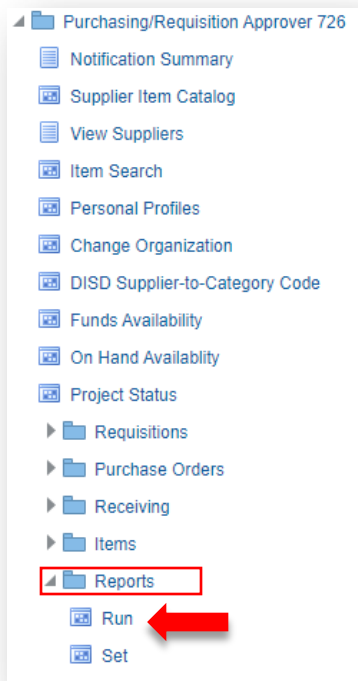
The Activity Fund Balance Summary Report displays all accounts related to Activity Funds and must be displayed in a common area, so all campus Sponsors are able to view at any time.

Log into Oracle using your User ID and Password

1. Navigate to your Purchasing/Requisitioner XXX folder (select)

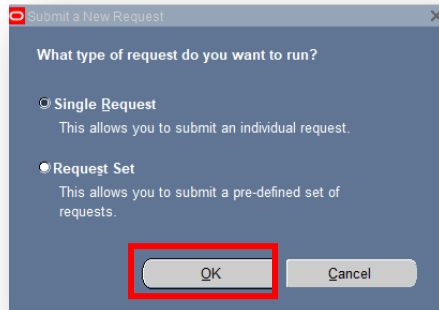


2. Navigate to the bottom of that list to the Reports folder and (select)

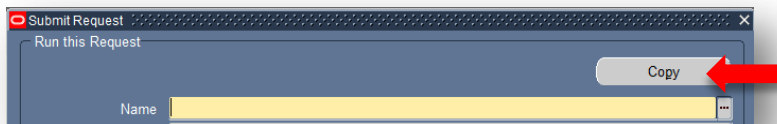


- a. Select Run

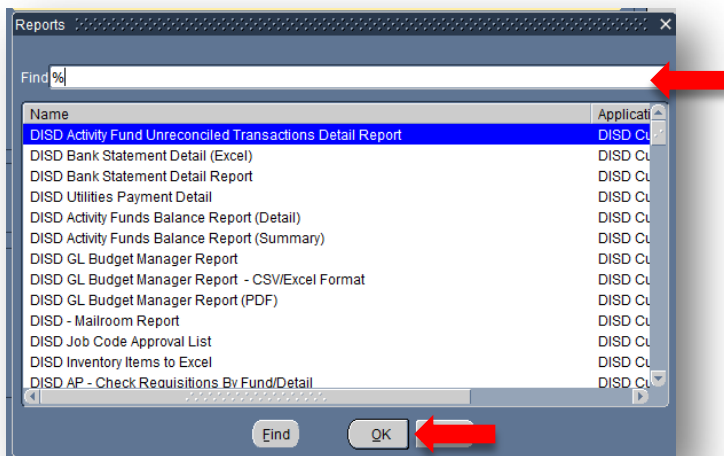
When prompted by the submit a new request screen Select Single Request and OK.



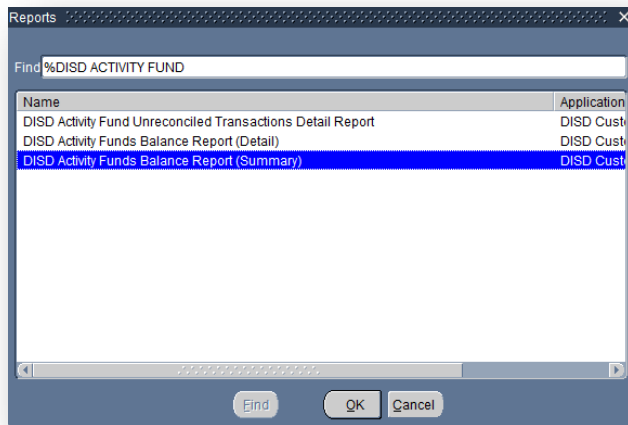
i. In the name field, select the “luv” button



Enter DISD Activity Funds Balance Report in front of the wildcard (%)



Click “OK”



Select the report that reads (DISD ACTIVITY FUND BALANCE REPORT (SUMMARY))

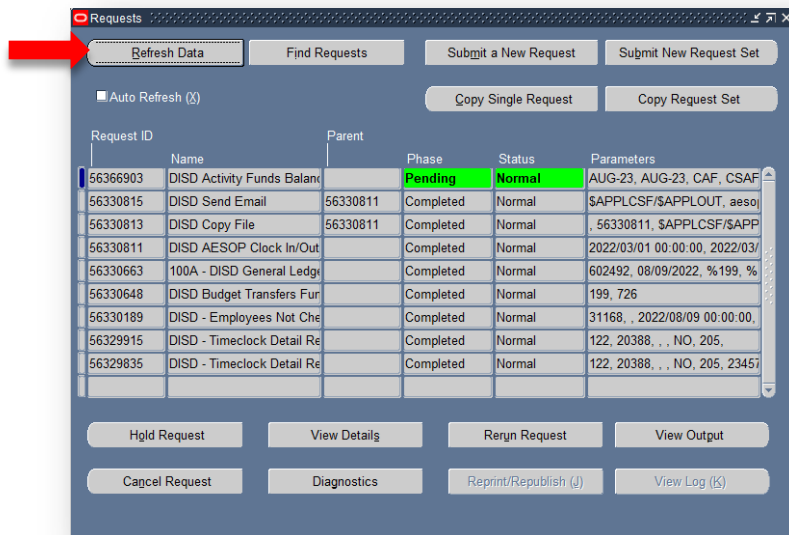
Then “OK”

When the Parameters box opens enter the following:

1. **Period From** = Aug-23 for July Report
2. **Period To** = Aug-23 for July Report
3. **Fund** = CAF for 461 or SAF for 865
4. **Object** = CSAF (is defaulted, do not change)
5. **Sub Object** = If you’re looking for a specific account enter the sub object for the account OR Leave Blank to view all accounts.
6. **Organization** = Enter your org number.

CLICK OK

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Click the refresh button until the status reads complete.

iv. Upon Completion CLICK “View Output” and print landscape.
Save to your Monthly Reconciliation Folder on your desktop.

This report will need to be signed by your Administrator prior to uploading into Laserfiche.