

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 toyour Purchaing/Requisitioner XXXfolder (select)
- 2. Navigate to the bottom of that list the Reportsfolder and (select)



a. Select Run

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

Then "OK" When the Parametebox 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** (

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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 your Administratorprior to uploading into Laserfiche.

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