Elementary Schools
Schoolbooks
Activity Reports for Advisors

Use this procedure to create individual activity account reports for distribution to activity advisors or others.

Best business practices and strong internal control procedures include regular distribution of individual activity account transaction information to activity advisors, so that those advisors are aware of the transactions which have occurred in the accounts they are responsible for. Missing or inappropriate transactions can then be brought to the attention of the school secretary or principal for correction.

When to Create
Individual activity account reports should be created and distributed each month, after the bank account has been reconciled and Month-End Processing has been completed (see separate procedures for these tasks).

Individual activity account reports can also be created when requested by an activity advisor or other person.

Creating in SchoolBooks
The best report to create is the Account Analysis Report – Detail, as it shows the activity's Beginning Balance (as of the date selected), all the transactions for the period selected (Income, Expenses, Transfers in or out) and Ending Balance.

1. Access the report by clicking on the "Analysis Report (Detail)" menu button, or make the selection from the "Reports" drop-down menu and then selecting "GL Analysis Reports" and "Analysis Report (Detail)". The Account Analysis Detail Report window will open.

2. The default account number range is for all accounts. If you want to limit the selection to a certain account or range of accounts (I.e., just the activity accounts), enter the starting and ending account numbers in their respective fields. You can also use the magnifying glass for each account number field to access the GL Account Lookup window.

3. Tab to the "Starting Transaction Date" field. The default selection is from the first day of the fiscal year to the current date. If you want to limit the selection to a certain date range (i.e., the month just closed), enter the Starting and Ending dates in their respective fields, in mmddyy format. You do not need to enter slashes.

4. If printing all the activity account statements at month end for distribution to the activity advisors, click on the "Only Accounts With Activity" and "Page Break On Account" boxes in the lower portion of the window. This will cause only activity accounts with transactions during the period (or an ending balance) to be printed on separate pages, thus allowing you to distribute to each advisor only the information for his/her activity accounts.

5. Click the "Print" button to print the report or the "Preview" button to view the report on your screen. You will be able to print the report from the "Preview" screen.

6. Distribute the reports to the appropriate activity advisors.

PROCESS COMPLETE