

## 2.2.22

### To Reconcile Student Activity accounts

Create a Register Report for the activity being reconciled

- This report shows current balance, available balance, and all transactions for a specified period of time

#### MatSu Borough School District



#### Activity Register (07/01/2021 - 02/02/2022)

Location: BTC 066 - BIRCHTREE CHARTER  
Cash Code: SA-BANK - STUDENT ACTIVITIES BANK ACCT  
Activity: BTC 24 - XC RUNNING CO-ED ELEM 1151

Available: 911.77  
Current: 911.77  
Beginning: 0.00

POSTED Tran #	Type	Post Date	Rcpt/Chk/3rd	Reference	Amount	Balance
2635	T	10/12/2021	2022/04/81		-90.00	911.77
45	R	07/14/2021	23311		1,001.77	1,001.77
<b>Posted Total</b>					<b>911.77</b>	

- Open Student Activity: Select Activity/Club being reconciled
- Click on View Transactions

(BTC 27) VOLLEYBALL GIRLS 1145	\$0.00	\$1,876.55	\$0.00	\$1,876.55	<a href="#">View Transactions</a>
(BTC 24) XC RUNNING CO-ED ELEM 1151	\$0.00	\$911.77	\$0.00	\$911.77	<a href="#">View Transactions</a>
(BTC 25) XC RUNNING CO-ED MIDD 1151	\$0.00	\$4,334.38	\$0.00	\$4,334.38	<a href="#">View Transactions</a>
(BTC 26) YEARBOOK SALES 1600	\$0.00	\$1,211.22	\$0.00	\$1,211.22	<a href="#">View Transactions</a>

For any transactions not recognized, on the register report,

Right click over transaction number (Open link in new Tab) to see detailed view of transaction

All Transactions

Transaction Number	Entry Date	Transaction Type	Payment Method	Activity/Club	Status	Amount
2635	10/12/2021	Transfer Out		SHE 25*	Posted	\$90.00
45	07/14/2021	Receipt		BTC 22*	Posted	\$12,579.31

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**Transfer**

7/16/2021 | Posted | 10/12/2021 | BTA MONTRE

Effective Date: 10/12/2021 | Year: 2022 | Period: 4 | Journal number: 811

Transfer notes/comments: TRANSFER TO SHE FOR DISTRICT XC EVENT

Transfer from:

Activity: (BTC 24) XC RUNNING CO-ED ELEM 1151	Action: (BTC001151B) 000 1151 ACTIVITY XPR (253)	Amount: \$90.00
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Transfer to: 1 item

Location/School	Cash Code	Activity/Club	Action	Amount
(SHE 033) SHERROD ELEMENTARY	(SA-BANK) STUDENT ACTIVITIES BANK ACCT	(SHE 25) XC RUNNING - DISTRICT 1151	(SHE001151B) 000 1151 ACTIVITY XPR (253)	\$90.00