

Activity Account Inquiry

To view what the current BALANCE in an activity account is:

~ In Business Plus go to the **Schools/Dept** tab

~ Under Section **SCHOOLS/DEPT – FINANCE REPORTS** Click on
OSGL7001: Student Activities Balance

~ In the **Program:** section type in the 4-digit number associated with that account
(i.e.: 8023 for SANP which is account number 290-000-**8023**-0000-070-0700-xxxxxxx)

~ Click Submit

The Report shows the balance rolled over from the previous school year and any deposits or expenditures from the current school year. The total at the bottom (which should be a positive number) shows the current balance available in that account.

Avondale School District Student Activities Balance As of 3/18/2025

Org Key / Object	Key Description	Object Description	Actual
Fund 290	Student/School Activity Fund		
Location: 070	Avondale High School		
Resp. Code 0700	Avondale High School		
Program 8023	High School All Nite Senior Pa		
Type: 3	Fund Balance		
290-000-8023-0000-070-0700-37320000	High School All Nite Senior Pa	Committed Activity Funds FB	4,846.84
	Type: 3	Fund Balance Total:	4,846.84
	Type: 4 Revenue		
290-000-8023-0000-070-0700-41790000	High School All Nite Senior Pa	Other Student Activity Income	1,682.34
	Type: 4	Revenue Total:	1,682.34
	Type: 5 Expenditure		
290-296-8023-0000-070-0700-57920000	High School All Nite Senior Pa	Other Stud/School Activity Exp	1,000.00
	Type: 5	Expenditure Total:	1,000.00
	Program 8023	High School All Nite Senior Pa Total:	5,529.18
	Location 070	Avondale High School Total:	5,529.18

To view DETAILS in the account from 7/1/24 – 12/31/24:

You ONLY need to do this for the above period because of the account number structure change from 610/620 to 290 accounts)

~ In Business Plus go to the **Schools/Dept** tab

~ Under Section **SCHOOLS/DEPT – FINANCE REPORTS** Click on

OSGL6017: Balance Sheet

~ Type in the previously used Object Code

(i.e.: 24318023 for SANP which WAS account number 610-0000-0000-0000-070-0700-**24318023**)

~ Click Submit

~ Click on the top blue number under **YTD Activity** to drill-down

~ This will show all deposits and expenditures from 7/1/24-12/31/24

Any activity after 1/1/2025 will be shown in the OSGL7001 Report referenced above. This report does **NOT** show the current balance in the account.

Also, please note that the “Reclass Expense Fund 6 to 29 are just entries that moved balances from the old account structure to the new account numbers.

For prior year i.e.: Year-end 6/30/24

Run the above report and click the number in blue for details.

A credit balance on the 610/620 accounts = a positive balance, meaning there are funds available.