

Sponsor's Report – Signature and review:

1. Print Sponsor Report – SBAA\Reports\SBAA District Reports\Account Activity Report
 - Use the below criteria to setup your report. (Your accounts ranges should have your center –not 0221)

SBAA Account Activity Report

Template Settings
 * Template Description: **Sponsor Report**
 Share with other users in entity 0221
 Print Greenbar

Account Activity Ranges
 Entity: **0221**
 Date Selection: **Entered Month Range**
 Start Month: **Prior Month** End Month: **Prior Month**
 Through Date: **12/31/2999**
 Print Accounts: All Only Accounts with Activity
 Account Description: **Full Account Description**
 Page Break on Acct: Yes No

Account Ranges

Account Types: Asset Liability Equity
 B/S Low Range: 8910*0000 0000 0221 00000 00000 00000
 B/S High Range: 8910*9999 9999 0221 ZZZZZ ZZZZZ ZZZZZ
 Account Types: Revenue Expense
 O/S Low Range: 8910*0000 0000 0221 00000 00000 00000
 O/S High Range: 8910*9999 9999 0221 ZZZZZ ZZZZZ ZZZZZ

Asterisk (*) denotes a required field

Account Ranges

Account Ranges

Low High
 Category: ZZZZZZZZ
 Group: ZZ-ZZ-ZZZZ
 Account Status: Active and Inactive Active Inactive

Balance Sheet Accounts
 Asset Liability Equity
 Low Account: 8910*0000 0000 0221 00000 00000 00000
 High Account: 8910*9999 9999 0221 ZZZZZ ZZZZZ ZZZZZ

Dimension Low	High
Fund: 8910	8910
Type: *	*
Function: 0000	9999
Object: 0000	9999
Facility: 0221	0221
Project: 00000	ZZZZZ
Subproject: 00000	ZZZZZ
Program: 00000	ZZZZZ

Operating Statement Accounts
 Expense Revenue
 Low Account: 8910*0000 0000 0221 00000 00000 00000
 High Account: 8910*9999 9999 0221 ZZZZZ ZZZZZ ZZZZZ

Dimension Low	High
Fund: 8910	8910
Type: *	*
Function: 0000	9999
Object: 0000	9999
Facility: 0221	0221
Project: 00000	ZZZZZ
Subproject: 00000	ZZZZZ
Program: 00000	ZZZZZ

2. Save the report.

3. The report should be run monthly (for the prior month). If you need to change the date settings, click edit and edit the date range within the report.
4. Run the report, click Print.
 - NOTE – if you see more centers than just yours, go back into the report settings and select your center (at the bottom of the report).
5. Each Sponsor must sign off monthly on their account activity.
6. All Reports shall be kept in a binder, organized by month.