Student Activity
End-User Entry

1. Click **Search.**
2. Enter the appropriate Cash Code.
3. Click **Accept.**

Entering Disbursements

1. Click **Disbursement.**

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status
Receipt	56014	472	COUNS CLUB		47203813	05/13/16	10.00	1 - Created
Receipt	56017	472	COUNS CLUB		47203814	05/16/16	30.00	1 - Created
Receipt	56018	472	COUNS CLUB		47203815	05/19/16	20.00	1 - Created
Receipt	56019	472	COUNS CLUB		47203816	05/20/16	20.00	1 - Created
Receipt	56021	472	COUNS CLUB		47203817	05/23/16	23.00	1 - Created
Receipt	56022	472	COUNS CLUB		47203818	05/25/16	10.00	1 - Created
Receipt	56023	472	COUNS CLUB		47203819	05/26/16	10.00	1 - Created

Cash Code 472 TAFC ... 472 TAF CASH

1. Enter the appropriate location code.
2. Enter the amount of the disbursement.
3. Enter the check number.
4. Enter the check date.
5. Enter invoice number if applicable.
6. Enter appropriate vendor number.
7. Select the Activity for which the disbursement applies.
8. Press Tab, the system will automatically fill the Action, Description, Amount, and Status fields.
9. Click **Accept.**

1. The entered disbursement will be available for view in Activity Transactions.

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Accept	Cancel	Search	Browse / Query Builder	Add / Update / Global / Duplicate / Delete	Print / Text file / PDF / Preview	Excel / Word / Email / Schedule	Attach / Notes / Notify / Alerts / Audit / Maplink
Confirm		Search		Actions	Output	Office	Tools

Disbursement   Mass Activate
Receipt   Cash Out
Mass Release
Menu

Transaction

Cash Code 472 TAFC ... 472 TAF CASH

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status
Receipt	56014	472	COUNS CLUB		47203813	05/13/16	10.00	1 - Created
Receipt	56017	472	COUNS CLUB		47203814	05/16/16	30.00	1 - Created
Receipt	56018	472	COUNS CLUB		47203815	05/19/16	20.00	1 - Created
Receipt	56019	472	COUNS CLUB		47203816	05/20/16	20.00	1 - Created
Receipt	56021	472	COUNS CLUB		47203817	05/23/16	23.00	1 - Created
Receipt	56022	472	COUNS CLUB		47203818	05/25/16	10.00	1 - Created
Receipt	56023	472	COUNS CLUB		47203819	05/26/16	10.00	1 - Created
Disbursement	56362	472	ADMIN GEN	10147			10.00	1 - Created

Entering Receipts

1. Click **Receipt.**

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| Accept | Cancel | Search | Browse / Query Builder | Add | Update | Delete / Global / Duplicate | Print | Text file / PDF / Preview | Excel | Word / Email / Schedule | Attach | Notes / Notify / Alerts | Audit / Maplink | Disbursement / Receipt / Mass Release | Mass Activate / Cash Out | Return |
| Confirm | | Search | | | Actions | | | Output | | Office | | Tools | | Menu | | |

Transaction

Cash Code | 472 TAFC | ... | 472 TAF CASH

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status
Receipt	56014	472	COUNS CLUB		47203813	05/13/16	10.00	1 - Created
Receipt	56017	472	COUNS CLUB		47203814	05/16/16	30.00	1 - Created
Receipt	56018	472	COUNS CLUB		47203815	05/19/16	20.00	1 - Created
Receipt	56019	472	COUNS CLUB		47203816	05/20/16	20.00	1 - Created
Receipt	56021	472	COUNS CLUB		47203817	05/23/16	23.00	1 - Created
Receipt	56022	472	COUNS CLUB		47203818	05/25/16	10.00	1 - Created
Receipt	56023	472	COUNS CLUB		47203819	05/26/16	10.00	1 - Created

1. Enter the appropriate location code.
2. Enter the amount of the receipt.
3. Enter the date of deposit.
4. Fill the paid by field.
5. Select the appropriate Payment Method from the drop menu.
5. Enter the amount of the receipt.
6. Enter the Check number/Date if applicable.
7. In the Notes section, provide a brief description of how the receipt was derived. Ex: Bake Sale 9/30/2016.

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Accept	Cancel	Search	Browse / Query Builder	Add	Update	Delete / Global / Duplicate	Print	Text file / PDF / Preview	Excel	Word / Email / Schedule	Attach	Notes / Notify / Alerts	Audit / Maplink	Reverse / Print Receipt	Return
Confirm		Search		Actions			Output			Office		Tools		Menu	

Details

Transaction	56365
Cash code	472 TAFC 472 TAF CASH
Location	472 ... JOHN F. KENNEDY HIGH SCHOOL
Amount	10.00
Deposit	10/18/2016
Receipt	82236545
Paid by	Joe Cruz

Payment Me...	Check Number	Check Date	Amount	Notes
Cash			10.00	Bake sale 9/30/2016

1. Select the appropriate Activity.
2. Press Tab, the system will automatically fill the Activity Description, Action, Description, Amount, and Status fields.
3. Click **Accept.**

Activity	Activity Description	Action	Description	Amount	Status
ADMIN GEN	ADMIN GENERAL FUNDS	472ADMINR	472 ADMIN GENERAL REVENUE	10.00	1 - Created

Entering Cash Transfers

NOTE: Cash can only be transferred between activities with the SAME bank account. For example: SAF to SAF.

1. Open the Cash Transfers screen.
2. Click **Add.**

1. Enter the amount that is going to be transferred.
2. Enter the effective date of the transfer.
3. Enter the location code, activity, and cash code **FROM** which the money is being transferred
4. Enter the location code, activity, and cash code **TO** which the money is being transferred
5. Provide an explanation of the transfer in the comments section
6. Click **Accept**

Entering Reversals

NOTE: Only receipts can be reversed BEFORE cash out.

1. Open the Activity Transactions screen.
2. Double click the receipt you want to reverse.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

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Confirm	Search	Actions	Output	Office	Tools	Menu
Accept / Cancel / Search	Browse / Query Builder	Add / Update / Delete / Global / Duplicate	Print / Text file / PDF / Preview	Excel / Word / Email / Schedule	Attach / Notes / Notify / Alerts / Audit / Maplink	Disbursement / Receipt / Mass Release / Mass Activate / Cash Out

Transaction

Cash Code 472 TAFC ... 472 TAF CASH

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status
Receipt	56014	472	COUNS CLUB		47203813	05/13/16	10.00	1 - Created
Receipt	56017	472	COUNS CLUB		47203814	05/16/16	30.00	1 - Created
Receipt	56018	472	COUNS CLUB		47203815	05/19/16	20.00	1 - Created
Receipt	56019	472	COUNS CLUB		47203816	05/20/16	20.00	1 - Created
Receipt	56021	472	COUNS CLUB		47203817	05/23/16	23.00	1 - Created
Receipt	56022	472	COUNS CLUB		47203818	05/25/16	10.00	1 - Created
Receipt	56023	472	COUNS CLUB		47203819	05/26/16	10.00	1 - Created
Disbursement	56362	472	ADMIN GEN	10147			10.00	1 - Created
Receipt	56363	472	ADMIN GEN		82236543	10/18/2016	10.00	1 - Created
Receipt Reversal	56364	472	ADMIN GEN		82236544	10/18/2016	10.00	1 - Created
Receipt	56365	472	ADMIN GEN		82236545	10/18/2016	10.00	1 - Created
Disbursement	56366	472	ADMIN GEN	10147			10.00	1 - Created

1. Click **Reverse.**

2. The following message will appear.
3. Click **Yes**.
4. Click **Return.**
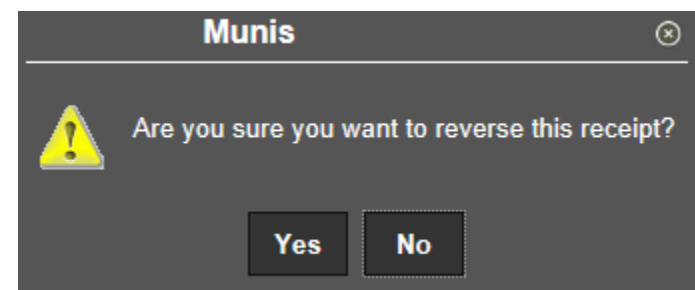
1. The receipt reversal will not be in the Activity Transaction screen and will be available for cash out.

Deleting Disbursements

NOTE: Disbursements can be deleted **BEFORE** cash out.

1. Open the Activity Transactions screen.
2. Double click the disbursement you would like to delete.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

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Confirm	Search	Actions	Output	Office	Tools	Menu
Accept Cancel	Search Browse Query Builder	Add Update Delete Global Duplicate	Print Text file PDF Preview	Excel Word Email Schedule	Attach Notes Notify Maplink Audit Alerts	Disbursement Receipt Mass Release Mass Activate Cash Out Return

Transaction

Cash Code 472 TAFC ... 472 TAF CASH

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status
Receipt	56014	472	COUNS CLUB		47203813	05/13/16	10.00	1 - Created
Receipt	56017	472	COUNS CLUB		47203814	05/16/16	30.00	1 - Created
Receipt	56018	472	COUNS CLUB		47203815	05/19/16	20.00	1 - Created
Receipt	56019	472	COUNS CLUB		47203816	05/20/16	20.00	1 - Created
Receipt	56021	472	COUNS CLUB		47203817	05/23/16	23.00	1 - Created
Receipt	56022	472	COUNS CLUB		47203818	05/25/16	10.00	1 - Created
Receipt	56023	472	COUNS CLUB		47203819	05/26/16	10.00	1 - Created
Disbursement	56362	472	ADMIN GEN	10147			10.00	1 - Created
Receipt	56363	472	ADMIN GEN		82236543	10/18/2016	10.00	1 - Created
Receipt Reversal	56364	472	ADMIN GEN		82236544	10/18/2016	10.00	1 - Created
Receipt	56365	472	ADMIN GEN		82236545	10/18/2016	10.00	1 - Created
Disbursement	56366	472	ADMIN GEN	10147			10.00	1 - Created
Receipt Reversal	56367	472	COUNS CLUB		82236548	05/13/16	10.00	1 - Created

1. Click **Delete.**
2. A message will appear asking if you are sure you want to delete the disbursement.
3. Click **Yes.**

Entering Cash Adjustments

1. Open the Cash Adjustments screen.
2. Click **Add.**

1. Enter the amount of the adjustment.
2. Enter the effective date of the adjustment.
3. Enter or select your location code.
4. Enter or select the activity for the adjustment.
5. Enter or select the appropriate cash account.
6. Enter or select the appropriate Action (revenue or expense).
7. Provide an explanation for the adjustment in the comments section.
8. Click **Accept.**

Voiding Transactions

NOTE: Transactions, both receipts and disbursements, can only be voided AFTER they have been cashed out.

1. Open the Void Transactions screen.
2. Click **Define.**

1. Enter or select the cash code of the void.
2. Enter or select your school's location code.
3. Select the type of transaction to void (Disbursement, Receipt, or All).
4. Click **Accept.**

1. Click **Select**.

1. Individually select transactions to void by clicking the box next to the transaction *or*
2. Click **Select All** to select all transactions to void.
3. Click **Accept.**

1. Click **Process.**

1. An output screen will appear.
2. Select **Save** under Output Type.
3. Click **OK**.

1. The following message will appear.
2. Click **Yes.**
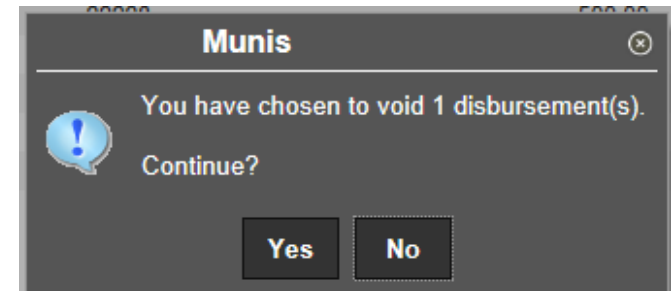
Monthly Student Activity Reports

1. Click **Search.**
2. Enter the appropriate cash code.
3. Select the date range for which you would like to report.
4. Click **Accept.**

1. Click **PDF.**
2. Enter the appropriate cash code.
3. Select the date range for which you would like to report.
4. Click **Accept.**

5. Select **Summary.**
6. Click **OK**.
7. The PDF report will be ready to open/save on your desktop.
8. Attach this report to your bank reconciliation.

Student Activity Cashing Out

Cashing Out Receipts

1. Click **Search.**
2. Enter the appropriate Cash Code.
3. Click **Accept.**

1. A list of all pending transactions will appear.
2. Click **Cash Out**.

1. Enter the appropriate Location code.
2. Enter GL Effective Date.
3. Year/Period will be filled by system.
4. Click **Accept.**

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| **4** Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global | Duplicate | Print | Text file | PDF | Preview | Excel | Word | Email | Schedule | Attach | Notes | Notify | Alerts | Audit | Maplink | Re |

Confirm | Search | Actions | Output | Office | Tools

Cash Out Details

Cash Code	472 TAFC - 472 TAF CASH
Location	472 ... JOHN F. KENNEDY HIGH SCHOOL **1**
GL Effective Date	09/30/2016 **2**
Year/Period	2016 / 12 **3**
Checks	○ EFT ● Printed
First check number	0 +1

Selected	Type	Number	Activity	Vendor	Receipt	Deposit	Amount
■							
■							
■							
■							
■							

1. Individually select transactions to cash out by clicking the check box next to each transaction *or*
2. Click **Select All** from the menu to select all transactions to cash out.
3. Click **Accept.**

1. The transaction (s) you selected will appear.
2. If the transactions are correct, click **Process**.

1. An output screen will appear.
2. Select **Save** under Output type.
3. Click **OK**.

Cashing Out Disbursements

1. Open Activity Transactions.
2. If disbursements awaiting cash out have a status of "Created", they will need to be approved before they can be cashed out.
3. Click **Mass Release**.

1. Enter the appropriate location code.
2. Click **Accept**.

1. Individually select disbursements to approve by clicking the check box next to each transaction *or*
2. Click **Select All** from the menu to select all disbursements to approve.
3. Click **Accept.**

1. If the selected disbursements are incorrect, click **Redefine** to select the correct disbursements.
2. If the disbursements are correct, click **Process**.

1. The following message will appear. Click **Yes**.
2. Click **Return.**
3. The status of the disbursement(s) should now be "Approved".

Munis ⊗

⚠ Warning!
No Workflow Business Rule approval conditions were met.
No pending actions were created for transaction 45847.
Continuing with 'Release' will 'Approve' the transaction.

1 | Yes | No

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| Accept | Cancel | Search | Browse / Query Builder | Add | Update | Delete / Global / Duplicate | Print | Text file / PDF / Preview | Excel | Word / Email / Schedule | Attach | Notes / Notify / Alerts | Audit / Maplink | Disbursement / Receipt / Mass Release | Mass Activate / Cash Out | Return |
| Confirm | | Search | | Actions | | | Output | | | Office | | Tools | | Menu | | |

Transaction

Cash Code 473 TAFC ... 473 TAF CASH

Type	Tran Number	Location	Activity	Vendor	Receipt	Deposit	Amount	Status	
Disbursement	45847	473	ADMIN GEN	99998			113.88	4 - Approved	**3**

1. Click **Cash Out**.

1. Enter the appropriate Location code.
2. Enter GL Effective Date.
3. Year/Period will be filled by system.
4. Click **Accept.**

1. Individually select disbursements to cash out by clicking the check box next to each transaction *or*
2. Click **Select All** from the menu to select all transactions to cash out.
3. Click **Accept.**

1. If the selected disbursements are incorrect, click **Redefine** to select the correct disbursements.
2. If the disbursements are correct, click **Process**.

1. An output screen will appear.
2. Select **Save** under Output type.
3. Click **OK**.

1. After cashing out, these transactions will be available to view in Cash Balances.

Cashing Out Transfers/Adjustments

HOME

Accept | Cancel | Search | Browse | Query Builder | Add | Update | Delete | Global | Print | Text file | PDF | Preview

Confirm | Output

Transfer

Amount

Effective Date

Created ▼

Created
Posted
Cleared

From

Location   ...

Activity   ...

Cash Code   ...

Comments

1. Open the Cash Transfers/Adjustments screen.
2. Click the Search button.
3. From the drop down menu, select "Created".
4. Click **Accept.**
5. Find the created transfer you would like to cash out.

Journal Information

Year

Period

Journal

1. Click **Cash Out**.

1. An output screen will appear.
2. Select **Save** under Output type.
3. Click **OK**.

1. The following messages will appear for Cash Transfers and Cash Adjustment cash outs.
2. Click **OK.**

Munis	⊗
i Cash Transfer Successful.	
OK	

Munis	⊗
i Cash Adjustment Posted	
OK	