

Student Activity End-User Entry

A series of horizontal lines in teal and light blue colors, extending from the left edge of the slide and ending on the right side, positioned below the title.

Tyler Menu



▲ Munis

▲ Financials

- ▷ General Ledger Menu
- ▷ Budget Processing
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Cash Management
- ▷ Fixed Assets
- ▷ Work Orders, Fleet and Facilities

▲ Student Activity

- ▷ Setup
 - Activity Tracking
 - Activity Transactions
 - Void Transactions
 - Cash Balances
 - Cash Transfers
 - Cash Adjustments
 - Activity by Location
- ▷ Employee Expense
- Account Inquiry



Refresh Menu



Close

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

Transaction

Cash Code 472 SAFC ... 472 SAF CASH

| Type | Tran Number | Location | Activity | Vendor | Receipt | Deposit | Amount | Status |
|------|-------------|----------|----------|--------|---------|---------|--------|--------|
|------|-------------|----------|----------|--------|---------|---------|--------|--------|

Entering Disbursements

1. Click Disbursement.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016] > Disbursement

HOME

Accept 9 Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Office Attach Notify Maplink Alerts Release Activate Return Menu

Details

Transaction 56362

Cash code 472 TAFS 472 TAF CASH

Location 472 JOHN F. KENNEDY HIGH SCHOOL

Amount 10.00

Check number 12345 +1

Check date 10/18/2016

Invoice 88929

Invoice date 10/18/2016

1-5

Vendor 10147 6

Checks EFT Printed

Name GOODLAND, INC.

DBA NATIONAL OFFICE SUPPLY

Address P.O. BOX 3767

City/State/Zip HAGATNA GU 96932

Country

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

7-8

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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 |
| Disbursement | 56362 | 472 | ADMIN GEN | 10147 | | | 10.00 | 1 - Created |

Entering Receipts

1. Click **Receipt**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Disbursement Receipt Mass Activate Cash Out Mass Release 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 |

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.

Activity Transactions - Munis [TRAINING DATABASE]

HOME

Accept Cancel 8 Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Schedule Office Attach Notes Notify Maplink Alerts Return

Details

Transaction 0

Cash code 472 TAFC 472 TAF CASH

Location 472 ... JOHN F. KENNEDY HIGH SCHOOL 1

Amount 10.00 2

Deposit 10/18/2016 3

Receipt 82236543

Paid by Joe Cruz 4

| Payment Me... | Check Number | Check Date | Amount | Notes |
|---------------|--------------|------------|--------|-------|
| Cash | | | 10.00 | 7 |
| Check | | | | |
| Other | | | | |

5



HOME

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

Accept
Confirm

Cancel

Search
Search

Browse
 Query Builder

Add
Actions

Update

Delete
 Global
 Duplicate

Print
Output

Text file
 PDF
 Preview

Excel
Office

Word
 Email
 Schedule

Attach
Tools

Notes
 Notify
 Alerts

Audit
 Maplink

Reverse
Menu

Print Receipt

Return

Details

Transaction

Cash code 472 TAF CASH

Location ... JOHN F. KENNEDY HIGH SCHOOL

Amount

Deposit

Receipt

Paid by

| 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**.

Cash Transfers - Munis [TEST DATABASE]

HOME

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

Transfer

Amount Status

Effective Date

From To

Location

Activity

Cash Code

Comments

Journal Information

Year

Period

Journal

HOME

Accept Cancel **6** Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview

Confirm Search Actions Output

Transfer

Amount 65.00 **1-2** Created

Effective Date 04/05/2016

| From | To |
|------------------------|---------------|
| Location 304 ... | 304 ... |
| Activity ADMIN GEN ... | GDOE FUND ... |
| Cash Code 304 TAFC ... | 304 TAFC ... |

3-4

Comments

Insert explanation of transfer here **5**

Journal Information

Year

Period

Journal

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]

HOME

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

Confirm Search Actions Output Office Tools Disbursement Receipt Mass Release Menu 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**.

Activity Transactions - Munis [TRAINING DATABASE Jun

HOME

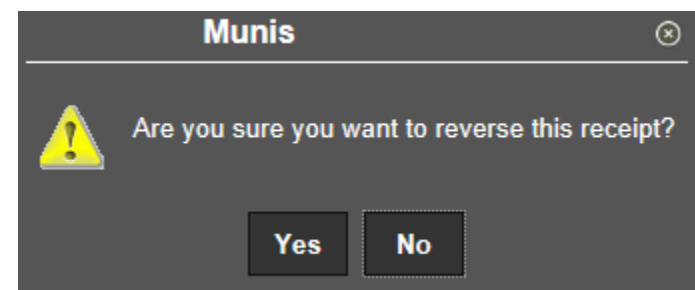
Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Output Excel Word Email Schedule Office Attach Notes Notify Maplink Alerts Reverse Print Receipt

Confirm Search Actions Menu

Details

| | | |
|-------------|--------------------------|-----------------------------|
| Transaction | 56014 | |
| Cash code | 472 TAFC | 472 TAF CASH |
| Location | 472 | JOHN F. KENNEDY HIGH SCHOOL |
| Amount | 10.00 | |
| Deposit | 05/13/16 | |
| Receipt | 47203813 | |
| Paid by | CHELSEA UHL - COUNSELING | |

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.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

Accept Cancel Search

Browse Query Builder

Add Update Delete Global Duplicate

Print Text file PDF Preview

Excel Word Email Schedule

Attach Notes Audit Maplink Alerts

Disbursement Receipt Mass Release

Mass Activate Cash Out 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 |
| 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 |

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]

HOME

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016] > Disbursements

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Release Activate Return

Confirm Search Actions Output Office Tools Menu

Details

| | | | |
|--------------|---------------------------------|---------|---|
| Transaction | 56362 | Vendor | 1014 |
| Cash code | 472 TAF CASH | Checks | <input type="radio"/> EFT <input type="radio"/> |
| Location | 472 JOHN F. KENNEDY HIGH SCHOOL | Name | GOODLAND |
| Amount | 10.00 | DBA | NATIONAL |
| Check number | 12345 | Address | P.O. BOX |

2

3

Confirm Delete

Are you sure you want to delete this record from the database?

Yes, Delete No

Entering Cash Adjustments

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

Cash Adjustments - Munis [TEST DATABA

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Return

Confirm Search Actions Output Office Tools

Adjustment

Transaction

Amount Status

Effective Date

Location

Activity

Cash Code

Action


Comments













Journal Information

Year

Period

Journal

 HOME


 **8**   Search  Browse  Query Builder  Add  Update  Delete  Global  Duplicate  Print  PDF  Preview

Confirm Search Actions Output

Adjustment

Transaction

Amount **1-2**

Effective Date 

Location ...

Activity ...

Cash Code ...

Action ... **2-6**

Comments

Bank service charge **7**

Journal Information

Year

Period

Journal

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**.

Void Transactions - Munis [TEST DATABASE Mar 29 2016]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Journal Data Select Process Return

Confirm Search Actions Output Office Tools Menu

Define criteria

Cash Code

Location

Type

Check to

Receipt to

Journal Entry Data

GL Effective Date


Year/Period /




Reference






| Selected | Type | Number | Activity | Post Date | Check | Vendor | Receipt | Amount |
|----------|------|--------|----------|-----------|-------|--------|---------|--------|
|----------|------|--------|----------|-----------|-------|--------|---------|--------|





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**.





Void Transactions - Munis [TEST DATABASE Mar 29 2016]








4



 Browse
  Query Builder

 Add
  Update
  Delete
  Global
  Duplicate

 Print
  Text file
  PDF
  Preview

 Excel
  Word
  Email
  Schedule

 Attach
  Notes
  Notify
  Audit
  Maplink
  Alerts

 Return

Define criteria

Cash Code ... 472 SAF CASH

Location ... JOHN F. KENNEDY HIGH SCHOOL

Type

Check to

Receipt to

1-2

3

Journal Entry Data

GL Effective Date

Year/Period /

Reference

| Selected | Type | Number | Activity | Post Date | Check | Vendor | Receipt | Amount |
|----------|------|--------|----------|-----------|-------|--------|---------|--------|
|----------|------|--------|----------|-----------|-------|--------|---------|--------|

1. Click **Select**.

Void Transactions - Munis [TEST DATABASE Mar 29 2016]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Define Journal Data Select Process Return

Confirm Search Actions Output Office Tools menu

Define criteria

Cash Code 472 SAFC ... 472 SAF CASH

Location 472 ... JOHN F. KENNEDY HIGH SCHOOL

Type All

Check 0 to 999999999

Receipt 0 to 999999999

Journal Entry Data

GL Effective Date

Year/Period

Reference

| Selected | Type | Number | Activity | Post Date | Check | Vendor | Receipt | Amount |
|--------------------------|--------------|--------|----------|------------|-------|--------|---------|--------|
| <input type="checkbox"/> | Disbursement | 50327 | C/O 2017 | 03/02/2016 | 3819 | 99998 | | 250.00 |
| <input type="checkbox"/> | Disbursement | 50335 | CLOSE-UP | 03/02/2016 | 3823 | 99998 | | 500.00 |
| <input type="checkbox"/> | Disbursement | 50337 | C/O 2018 | 03/02/2016 | 3826 | 99998 | | 875.00 |
| <input type="checkbox"/> | Disbursement | 50340 | MISC | 03/02/2016 | 3827 | 99998 | | 820.50 |

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**.

Void Transactions - Munis [TEST DATABASE Mar 29 2016]

3

Browse
 Query Builder

Add
 Update
 Delete
 Global
 Duplicate

Print
 Text file
 PDF
 Preview

Excel
 Word
 Email
 Schedule

Attach
 Notes
 Notify
 Audit
 Maplink
 Alerts

Select All
 Unselect All
 Menu

Return

Confirm

Search

Actions

Output

Office

Tools

Menu

Define criteria

Cash Code

472 SAFC

...

472 SAF CASH

Location

472

...

JOHN F. KENNEDY HIGH SCHOOL

Type

All

▼

Check

0

to

999999999

Receipt

0

to

999999999

Journal Entry D

GL Effective D

Year/Period

Reference

| Selected | Type | Number | Activity | Post Date | Check | Vendor | Receipt | Amount |
|--|--------------|--------|----------|------------|-------|--------|---------|---------|
| <input type="checkbox"/> | Disbursement | 50327 | C/O 2017 | 03/02/2016 | 3819 | 99998 | | 250.00 |
| <input type="checkbox"/> | Disbursement | 50335 | CLOSE-UP | 03/02/2016 | 3823 | 99998 | | 500.00 |
| <input type="checkbox"/> | Disbursement | 50337 | C/O 2018 | 03/02/2016 | 3826 | 99998 | | 875.00 |
| <input type="checkbox"/> | Disbursement | 50340 | NHS | 03/02/2016 | 3827 | 99998 | | 839.50 |
| <input type="checkbox"/> | Disbursement | 50341 | AFJROTC | 03/02/2016 | 3828 | 30256 | | 250.00 |
| <input type="checkbox"/> | Disbursement | 50342 | AFJROTC | 03/02/2016 | 3829 | 11309 | | 2400.00 |
| <input checked="" type="checkbox"/> 1 | Disbursement | 50343 | C/O 2017 | 03/02/2016 | 3830 | 99998 | | 81.27 |

1. Click **Process**.

Void Transactions - Munis [TEST DATABASE Mar 29 2016]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Maplink Alerts Define Journal Data Select Menu **Process**

Define criteria

Cash Code 472 SAFC 472 SAF CASH

Location 472 JOHN F. KENNEDY HIGH SCHOOL

Type All

Check 0 to 999999999

Receipt 0 to 999999999

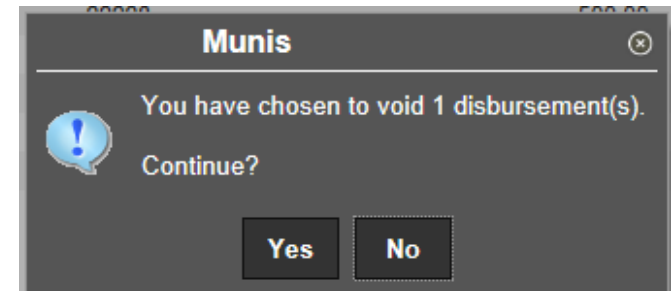
| Selected | Type | Number | Activity | Post Date | Check | Vendor | Receipt | Amount |
|-------------------------------------|--------------|--------|----------|------------|-------|--------|---------|---------|
| <input type="checkbox"/> | Disbursement | 50327 | C/O 2017 | 03/02/2016 | 3819 | 99998 | | 250.00 |
| <input type="checkbox"/> | Disbursement | 50335 | CLOSE-UP | 03/02/2016 | 3823 | 99998 | | 500.00 |
| <input type="checkbox"/> | Disbursement | 50337 | C/O 2018 | 03/02/2016 | 3826 | 99998 | | 875.00 |
| <input type="checkbox"/> | Disbursement | 50340 | NHS | 03/02/2016 | 3827 | 99998 | | 839.50 |
| <input type="checkbox"/> | Disbursement | 50341 | AFJROTC | 03/02/2016 | 3828 | 30256 | | 250.00 |
| <input type="checkbox"/> | Disbursement | 50342 | AFJROTC | 03/02/2016 | 3829 | 11309 | | 2400.00 |
| <input checked="" type="checkbox"/> | Disbursement | 50343 | C/O 2017 | 03/02/2016 | 3830 | 99998 | | 81.27 |

Journal E
GL Effecti
Year/Perio
Referenc

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

The screenshot shows a dialog box titled 'Output type'. It has three radio buttons: 'Munis printer', 'Save', and 'PDF'. The 'Save' option is selected and highlighted with a red box and the number '2'. Below these are three text fields: 'Save in' (set to 'Munis spool directory'), 'File name' (set to 'savdtran0013'), and 'Save as type' (set to 'Plain text (.txt)'). A comment at the bottom states: 'Comment: Saves to a file retrievable from the Saved Reports program. You may accept the default or enter your own file name.' Below the 'Output type' section is a 'Report title' section with a text field containing 'STUDENT ACTIVITY VOID TRANSACTIONS'. At the bottom, there are two sections: 'Output style' with 'Presentation' and 'Standard' radio buttons (the latter is selected), and 'Output options' with checkboxes for 'Landscape' and 'Enable hyperlinks if present', and a 'Copies' spinner set to '1'. At the very bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and the number '3'.

1. The following message will appear.
2. Click **Yes**.





Monthly Student Activity Reports

Tyler Menu



▲ Munis

▲ Financials

- ▷ General Ledger Menu
- ▷ Budget Processing
- ▷ Purchasing
- ▷ Accounts Payable
- ▷ Cash Management
- ▷ Fixed Assets
- ▷ ~~Work Orders, Fleet and Facilities~~

▲ Student Activity

- ▷ Setup
 - Activity Tracking
 - Activity Transactions
 - Void Transactions
 - Cash Balances
 - Cash Transfers
 - Cash Adjustments
 - Activity by Location
- ▷ Employee Expense
 - Account Inquiry




Refresh Menu





Close


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


Cash Balances - Munis [TRAINING DATAB...



HOME



Accept


4

Search


1

Query Builder



Add



Update



Delete



Global



Duplicate



Print



Text file



PDF



Preview



Excel



Word



Email



Schedule



Attach



Notes


Notify


Audit


Maplink


Alerts


Return

Confirm

Search

Actions

Output

Office

Tools

Transactions

2

Cash Code
472 TAFC

Start Date
08/01/2016

End Date
10/19/2016

3


Cash Account Totals









| Beginning Balance | Receipts | Disbursements | VOIDS/Reversals | Transfers | Ending Balance |
|-------------------|----------|---------------|-----------------|-----------|----------------|
| 23,496.62 | 10.00 | .00 | .00 | .00 | 23,50 |

| Location | Activity | Description | Beginning Balance |
|----------|------------|--|-------------------|
| 472 | ADMIN GEN | JOHN F. KENNEDY HIGH SCHOOL ADMIN GENERAL FUNDS | 9,203.93 |
| 472 | AP EXAM | JOHN F. KENNEDY HIGH SCHOOL AP EXAM/TEST | 3,877.99 |
| 472 | ART FEE | JOHN F. KENNEDY HIGH SCHOOL ART LAB FEES | 97.48 |
| 472 | ART-A-THON | JOHN F. KENNEDY HIGH SCHOOL ART-A-THON | 451.47 |
| 472 | ATH CLUB | JOHN F. KENNEDY HIGH SCHOOL ATHLETICS CLUB/DEPT. | 345.95 |
| 472 | BUSLAB 1 | JOHN F. KENNEDY HIGH SCHOOL BUSINESS LAB FEE 1 | 192.09 |

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



Cash Balances - Munis [TRAINING DATAB.

 **HOME**

| | | | | | | | |
|---|---|--|---|--|--|--|---|
|  Accept Confirm |  Cancel |  Search Browse Query Builder |  Add Update Delete Global Duplicate |  Print Text file PDF 1 Preview |  Word Email Schedule |  Attach Notes Notify Alerts |  Return |
|---|---|--|---|--|--|--|---|

Transactions

Cash Code ...

Start Date  End Date 

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.

Options

Choose an option

☒ **Summary** 5

☐ **Detail**

6

433.07 00

Student Activity Cashing Out

A series of horizontal lines in teal and light blue colors, of varying lengths, extending from the left edge of the slide towards the right, positioned below the title.

Cashing Out Receipts

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

Transaction

Cash Code 472 SAFC ... 472 SAF CASH

| Type | Tran Number | Location | Activity | Vendor | Receipt | Deposit | Amount | Status |
|------|-------------|----------|----------|--------|---------|---------|--------|--------|
|------|-------------|----------|----------|--------|---------|---------|--------|--------|

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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 | 56011 | 472 | COUNS CLUB | | 47203812 | 05/12/16 | 10.00 | 1 - Created |
| 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 GL Effective Date.
3. Year/Period will be filled by system.
4. Click **Accept**.

Activity Transactions - Munis [TRAINING DATA]

HOME

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

Cash Out Details

Cash Code 472 TAFC - 472 TAF CASH

Location 472 JOHN F. KENNEDY HIGH SCHOOL

GL Effective Date 09/30/2016

Year/Period 2016 / 12

Checks ☐ EFT ☒ Printed

First check number 0 +1

| Selected | Type | Number | Activity | Vendor | Receipt | Deposit | Amount |
|--------------------------|------|--------|----------|--------|---------|---------|--------|
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |
| <input type="checkbox"/> | | | | | | | |

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**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

Accept Confirm 3 Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Notify

Select All 2 Unselect All Return

Cash Out Details

Cash Code 472 T AFC - 472 TAF CASH

Location 472 JOHN F. KENNEDY HIGH SCHOOL

GL Effective Date 09/30/2016

Year/Period 2016 / 12

Checks ☐ EFT ☒ Printed

First check number 0 +1

| Selected | Type | Number | Activity | Vendor | Receipt | Deposit | Amount | Status |
|---------------------------------------|---------|--------|------------|--------|----------|----------|--------|-------------|
| <input checked="" type="checkbox"/> 1 | Receipt | 56011 | COUNS CLUB | | 47203812 | 05/12/16 | 10.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56014 | COUNS CLUB | | 47203813 | 05/13/16 | 10.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56017 | COUNS CLUB | | 47203814 | 05/16/16 | 30.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56018 | COUNS CLUB | | 47203815 | 05/19/16 | 20.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56019 | COUNS CLUB | | 47203816 | 05/20/16 | 20.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56021 | COUNS CLUB | | 47203817 | 05/23/16 | 23.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56022 | COUNS CLUB | | 47203818 | 05/25/16 | 10.00 | 1 - Created |
| <input type="checkbox"/> | Receipt | 56023 | COUNS CLUB | | 47203819 | 05/26/16 | 10.00 | 1 - Created |

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

Accept Cancel Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Notify Audit Maplink Alerts Redefine Select Process Return

Cash Out Details

Cash Code 472 TAFC - 472 TAF CASH

Location 472 JOHN F. KENNEDY HIGH SCHOOL

GL Effective Date 09/30/2016

Year/Period 2016 / 12

Checks ☐ EFT ☒ Printed

First check number 0 +1

| Type | Number | Activity | Vendor | Receipt | Deposit | Amount | Status |
|---------|--------|------------|--------|----------|----------|--------|-------------|
| Receipt | 56011 | COUNS CLUB | | 47203812 | 05/12/16 | 10.00 | 1 - Created |

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

Output type

☐ Munis printer 1

☒ **Save** 2

Save in: Munis spool directory

File name: saacttrn0002

Save as type: Plain text (.txt)

Comment: Saves to a file retrievable from the Saved Reports program.
You may accept the default or enter your own file name.

Forms options

☒ Submit To Tyler Forms

☐ Email Sample Data To Current User

☐ Transfer Sample Data To Workstation

Job: [dropdown]

☐ Archive Tyler Forms output to content manager

☐ Email Tyler Forms output to me

☐ Print to: [dropdown]

Report title

ACTIVITY TRANSACTIONS - Cash Out

Output style

☐ Presentation

☒ Standard

Output options

☐ Enable hyperlinks if present

Copies: 1 [up] [down]

3 **OK** Cancel

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**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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 | 1 - Created |

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

Activity Transactions - Munis [TRAINING DATABASE J

HOME

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

Cash Code 473 TAFC - 473 TAF CASH



Location 473




| Selected | Type | Number | Activity | Vendor | Amount | Status |
|--------------------------|------|--------|----------|--------|--------|--------|
| <input type="checkbox"/> | | | | | | |
| <input type="checkbox"/> | | | | | | |






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**.





Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]





HOME







 **2** 



 Browse
  Query Builder

 Add
  Update
  Delete
  Global
  Duplicate

 Print
  Text file
  PDF
  Preview

 Excel
  Word
  Email
  Schedule

 Attach
  Notes
  Audit
  Notify
  Maplink
  Alerts

Select All
 **2**

Confirm
 Search
 Actions
 Output
 Office
 Tools
 Menu
 Return

Cash Code 473 TAFC - 473 TAF CASH

Location 473 ... SIMON A. SANCHEZ HIGH SCHOOL

| Selected | Type | Number | Activity | Vendor | Amount | Status |
|-----------------------------------|--------------|--------|-----------|--------|--------|-------------|
| <input type="checkbox"/> 2 | Disbursement | 45847 | ADMIN GEN | 99998 | 113.88 | 1 - Created |

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 201

HOME

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

Confirm Search Actions Output Office Tools

Redefine Select **Process** 2

Cash Code 473 TAFC - 473 TAF CASH

Location 473 ... SIMON A. SANCHEZ HIGH SCHOOL

| Type | Number | Activity | Vendor | Amount | Status |
|--------------|--------|-----------|--------|--------|-------------|
| Disbursement | 45847 | ADMIN GEN | 99998 | 113.88 | 1 - Created |

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



Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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 |

1. Click **Cash Out**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

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 |

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

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016] >

HOME

Accept **4** Search Browse Query Builder Add Update Delete Global Duplicate Print Text file PDF Preview Excel Word Email Schedule Attach Notes Audit Maplink Alerts Select All Unselect All Return

Cash Out Details

Cash Code 473 TAFC - 473 TAF CASH

Location 473 ... SIMON A. SANCHEZ HIGH SCHOOL **1**

GL Effective Date 10/19/2016 **2**

Year/Period 2017 / 1 **3**

Checks ☐ EFT ☒ Printed

First check number 0 +1

| Selected | Type | Number | Activity | Vendor | Receipt | Deposit | Amount | Status |
|----------|--------------|--------|-----------|--------|---------|---------|--------|--------------|
| | Disbursement | 45847 | ADMIN GEN | 99998 | | | 113.88 | 4 - Approved |

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**.

Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]

HOME

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

Confirm Search Actions Output Office Tools Menu Return

3

2

Cash Out Details

Cash Code 473 TAFC - 473 TAF CASH

Location 473 SIMON A. SANCHEZ HIGH SCHOOL

GL Effective Date 10/19/2016

Year/Period 2017 / 1

Checks ☐ EFT ☒ Printed


First check number 0 +1






| Selected | Type | Number | Activity | Vendor | Receipt | Deposit | Amount | Status |
|--------------------------|--------------|--------|-----------|--------|---------|---------|--------|--------------|
| <input type="checkbox"/> | Disbursement | 45847 | ADMIN GEN | 99998 | | | 113.88 | 4 - Approved |






1





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





Activity Transactions - Munis [TRAINING DATABASE Jun 22 2016]








HOME




 Accept
  Cancel
  Search
  Browse
  Query Builder


 Add
  Update
  Delete
  Global
  Duplicate

 Print
  Text file
  PDF
  Preview

 Excel
  Word
  Email
  Schedule

 Attach
  Notes
  Notify
  Audit
  Maplink
  Alerts

 Redefine
  Select
  **Process**



2

Cash Out Details

Cash Code

473 TAFC - 473 TAF CASH

Location

473 ... SIMON A. SANCHEZ HIGH SCHOOL

GL Effective Date

10/19/2016

Year/Period

2017 / 1

Checks

☐ EFT ☒ Printed

First check number

0 +1

| Type | Number | Activity | Vendor | Receipt | Deposit | Amount | Status |
|--------------|--------|-----------|--------|---------|---------|--------|--------------|
| Disbursement | 45847 | ADMIN GEN | 99998 | | | 113.88 | 4 - Approved |

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

Output type

☐ Munis printer **2**

☒ **Save**

Save in: Munis spool directory

File name: saacttrn0002

Save as type: Plain text (.txt)

Comment: Saves to a file retrievable from the Saved Reports program.
You may accept the default or enter your own file name.

Forms options

☒ Submit To Tyler Forms

☐ Email Sample Data To Current User

☐ Transfer Sample Data To Workstation

Job: [dropdown]

☐ Archive Tyler Forms output to content manager

☐ Email Tyler Forms output to me

☐ Print to: [dropdown]

Report title

ACTIVITY TRANSACTIONS - Cash Out

Output style

☐ Presentation

☒ Standard

Output options


☐ Enable hyperlinks if present



Copies: 1 [up] [down]




3 **OK** Cancel






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





Cash Balances - Munis [TRAINING DATAB.






[HOME](#)







 Confirm
 


 Search
  Browse
  Query Builder

 Add
  Update
  Delete
  Global
  Duplicate

 Print
  Text file
  PDF
  Preview

 Excel
  Word
  Email
  Schedule

 Attach
  Notes
  Notify
  Audit
  Maplink
  Alerts

 Return

Transactions

Cash Code


Start Date End Date



Cash Account Totals




| Beginning Balance | Receipts | Disbursements | Voids/Reversals | Transfers | Ending Balance |
|-------------------|----------|---------------|-----------------|-----------|----------------|
| 40,412.92 | .00 | -311.88 | .00 | .00 | 40,10 |






| Location | Activity | Description | Beginning Balance |
|----------|-----------|--|-------------------|
| 473 | ADMIN GEN | SIMON A. SANCHEZ HIGH SCHOOL ADMIN GENERAL FUNDS | 2,371.92 |





Cash Balances - Munis [TRAINING DATABASE Jun 22 2016] > Activi






[HOME](#)







 Confirm
 


 Search
  Browse
  Query Builder

 Add
  Update
  Delete
  Global
  Duplicate

 Print
  Text file
  PDF
  Preview

 Excel
  Word
  Email
  Schedule

 Attach
  Notes
  Notify
  Audit
  Maplink
  Alerts

 Return

Transactions

Location

Activity

Cash Code


Start Date End Date

Cash Account Totals


| Beginning Balance | Receipts | Disbursements | Voids/Reversals | Transfers | Ending Balance | Uncleared |
|-------------------|----------|---------------|-----------------|-----------|----------------|-----------|
| 2,371.92 | .00 | -311.88 | .00 | .00 | 2,060.04 | |

| Type | Action | Transaction Date | Amount | Cleared Date | Check/Receipt/... | Vendor Name/Reversal Comment | Voided |
|--------------|----------|------------------|---------|--------------|-------------------|------------------------------|--------------------------|
| Disbursement | 473 ADMN | 10/18/2016 | -198.00 | | 996 | GUAM HOME CENTER | <input type="checkbox"/> |
| Disbursement | 473 ADMN | 10/19/2016 | -113.88 | | 1012 | BENSON | <input type="checkbox"/> |


Cashing Out Transfers/Adjustments




HOME




Accept




Cancel




Search




Browse




Query Builder




Add




Update




Delete




Global




Duplicate




Print



Text file



PDF



Preview

Output

Transfer

Amount

Effective Date

From

Location

Activity

Cash Code

Comments

Created

Created

Posted

Cleared

...

...

...

Journal Information

Year

Period

Journal

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.

1. Click Cash Out.

Cash Transfers - Munis [TEST DATABASE Mar 29 2016]

HOME

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

Transfer

Amount: 65.00 Status: Created

Effective Date: 04/05/2016

| | From | To |
|-----------|-----------|-----------|
| Location | 304 | 304 |
| Activity | ADMIN GEN | GDOE FUND |
| Cash Code | 304 TAFC | 304 TAFC |

Comments

Insert explanation of transfer here

Journal Information

| | |
|---------|--|
| Year | |
| Period | |
| Journal | |

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

| Output type | |
|---|---|
| <input type="radio"/> Munis printer | Save in <input type="text" value="Munis spool directory"/> |
| <input checked="" type="radio"/> Save | |
| | |
| | File name <input type="text" value="sacshxfr0013"/> |
| | Save as type <input type="text" value="Plain text (.txt)"/> |
| Comment: Saves to a file retrievable from the Saved Reports program. You may accept the default or enter your own file name. | |

| Report title | |
|---|--|
| <input type="text" value="Student Activity Cash Transfer"/> | |

| Output style | Output options |
|---|---|
| <input type="radio"/> Presentation | <input type="checkbox"/> Landscape Copies <input type="text" value="1"/> ▲ ▼ |
| <input checked="" type="radio"/> Standard | <input type="checkbox"/> Enable hyperlinks if present |

OK Cancel

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

