



**Activity: Student Activities Receipt Processing (Internal Accounts)**  
**Munis > Financials > Student Activity > Activity Transactions**

**Input Receipts**

1. Navigate to **Activity Transactions**  
**Munis > Financials > Student Activity > Activity Transactions**
2. Click **Search**
  - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - b. Click **Accept**
  - c. A message indicating that ‘Access has been restricted based on student activity role permissions’ may appear – click **OK**
3. Click **Receipt**
  - a. Input basic receipt information
    - i. Input **Location** (cost center number)
    - ii. Tab to **Amount** and input total amount of receipt
    - iii. Tab to **Deposit** and input the date of the deposit in MMDDYY format – followed by a letter if more than one deposit for the day (e.g. MMDDYYa)
    - iv. **Receipt** number populates automatically
    - v. Input Paid by information (Last Name, First Name of individual who signed monies collected form)
  - b. Select **Cash** from the **Payment Method** drop-down
  - c. Input the *total amount* for the receipt in the **Amount** field – do not split the receipt into multiple **Payment Method** lines
  - d. Input **Activity** and **Action** information
    - i. Select **Activity** (type number or use ... to find activity number)
    - ii. **Activity Description** defaults
    - iii. Select **Action** (type number or use ... to find activity number)
      1. **Action** must be a revenue
    - iv. **Action Description** defaults
    - v. **Amount** defaults from the amount keyed earlier
      1. To split a deposit between more than one activity, Input an amount less than the total receipt on the first activity line
      2. Tab to the next line and add additional activity/action combination
      3. Input purpose in the **Notes** field
  - e. Click **Accept** on the Munis Ribbon to complete the receipt
    - i. Verify status of receipt is 1 – Created
    - ii. The message ‘Record(s) Added’ will appear at the bottom of the screen
  - f. Add supporting documentation
    - i. Click **Attach**
    - ii. Select **Student Activity Receipts**
    - iii. Click **View Documents**
    - iv. Attach all required documentation
      1. Click **New**
      2. Click **Scan** – document scans into TCM
      3. Click **Save** (document is **not** attached until you click **Save**)
      4. Repeat steps 1 through 3 to attach more documents, or click **Close Viewer** to return to the receipt
  - g. Click **Print Receipt** to print the receipt
    - i. Verify that the default printer is listed and click **OK**
  - h. To Input additional receipts, click Add on the Munis ribbon and repeat steps a through e
  - i. To return the Activity Transaction screen, click **Return** on the Munis ribbon

## Reverse Receipt

1. Navigate to **Activity Transactions**  
**Munis > Financials > Student Activity > Activity Transactions**
2. Click Search
  - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - b. Click **Accept**
  - c. A message indicating that ‘Access has been restricted based on student activity role permissions’ may appear – click **OK**
3. Locate the receipt in the list of transactions
  - a. Click on the receipt to highlight it and click **Accept** – the window opens to the selected receipt
  - b. Click **Reverse**
  - c. The message ‘Are you sure you want to reverse this receipt?’ appears – click **Yes**
  - d. Click the ‘last data record’ arrow button at the bottom of the screen to view the reversal receipt
  - e. The system creates a new receipt number for the reversal and references the original receipt number
  - f. Click **Return** to return to the **Activity Transactions** screen



Once a receipt is cashed out it *cannot* be reversed

## Process and Post Receipts

1. Navigate to **Activity Transactions**  
**Munis > Financials > Student Activity > Activity Transactions**
2. Click Search
  - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - b. Click **Accept**
  - c. A message indicating that ‘Access has been restricted based on student activity role permissions’ may appear – click **OK**
3. Click **More** and select **Cash Out**
  - a. Complete **Cash Out Details**
    - i. **Cash Code** defaults in
    - ii. Input the cost center in the **Location** field
    - iii. Input the **GL Effective date** (date of deposit)
    - iv. The **Year/Period** default from the system – change them only if posting prior month transactions
    - v. **Printed** defaults on the Check line
    - vi. Click the **+1** to generate the next check number
      1. The system requires an assigned check number while disbursements are in released status
      2. Skip this step **only** if there are no disbursements in released status
    - vii. Click **Accept**
  - b. All pending transactions populate
    - i. Select receipts by clicking on each receipt and receipt reversal, or by clicking **Select All** and deselecting disbursements or receipts that are not being cashed out at this time
    - ii. Click **Accept**
    - iii. Verify that the total for the selected receipts at the bottom of the screen equals the deposit amount
  - c. Click **Process** to complete receipt posting
    - i. Select **Save** to direct the system to save the document to **My Saved Reports**
    - ii. Leave the default value for all other settings
    - iii. Click **OK** – the cash out report will save to **My Saved Reports**
    - iv. System returns to the Cash Out screen and a message at the bottom of the screen indicates ‘Processing complete’
4. Click **Return** to go back to the Activity Transactions screen



Print the report from **My Saved Reports**, sign and date page one of the printed receipt report, and maintain for audit purposes. **My Saved Reports** is located in the Munis Menu (**Departmental Functions > My Saved Reports**).

### Add an attachment to a receipt after cash-out

1. Navigate to **Cash Balances**  
**Munis > Financials > Student Activity > Cash Balances**
2. Click **Search**
  - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
  - b. Input the start and end date for the search range
    - i. Narrow this down as much as possible – a smaller date range means less data to sort through
    - ii. The start and end date must be the same (e.g. 7/21/15 – 7/21/15) to select a single date
  - c. Click **Accept**
3. Double Click on the Activity that the receipt was deposited to
  - a. Select the receipt that the attachment will be added to and double click that item
    - i. Click **Attach**
    - ii. Select **Student Activity Receipts**
    - iii. Click **View Documents**
    - iv. Attach all required documentation
      1. Click **New**
      2. Click **Scan** – document scans into TCM
      3. Click **Save** (document is **not** attached until you click **Save**)
      4. Repeat steps **1** through **3** to attach more documents, or click **Close Viewer** to return to the receipt view
    - v. Click **Return** to return to the Activity that was selected
  - b. Repeat step **a** to continue attaching documents to receipts in this Activity within the selected date range
  - c. Click **Return** to return to the main Cash Balances screen
4. Repeat step **3** to continue adding documents to receipts in the selected date range
5. Repeat steps **2** through **3** if a new date range is needed



To print or reprint a receipt from Cash Balances, click **Print Receipt** instead of **Attach** in step 3ai.



Some receipts have multiple Activities associated with them. Attachments are added once per receipt, not once per Activity. Once an attachment is added to a receipt in one Activity it is not necessary to re-add the attachment to the receipt in other Activities.