



## Activity: Student Activities – Savings Account Interest Posting (Internal Accounts)



Use this function to credit interest earned in a savings account via the Principal's account.

### Add interest to the Project Balance for the Principal's Account

1. Navigate to **Cash Adjustments**  
**Munis > Financials > Student Activity > Cash Adjustments**
2. Click **Add**
  - a. Input the amount of interest earning in the **Amount** field
  - b. Input the effective date of the adjustment in the **Effective Date** field
    - i. If the date is in a different period (such as posting last month's interest) a warning message indicating a Fiscal Year/Period mismatch will appear
    - ii. Click **OK** on this message and verify that the **Period** matches the **Effective Date**
  - c. Input the cost center in the **Location** field
  - d. Input 900100 in the **Activity** field
  - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code** field
  - f. Input action code 4923XXXX (replace XXXX with cost center) in the **Action** field
  - g. Input the reason for the adjustment in the **Comments** field
  - h. Click **Accept**
3. Add supporting documentation
  - a. Click **Attach**
  - b. Select **Student Activity Cash Adjustment**
  - c. Click **View Documents**
  - d. Attach all required documentation
    - i. Click **New**
    - ii. Click **Scan** – document scans into TCM
    - iii. Click **Save** (document is not attached until you click **Save**)
    - iv. Repeat steps **i** through **iii** to attach more documents, or click **Close Viewer** to return to your cash adjustment
4. Click **Cash Out** to access the **Output Menu**
  - a. Select **Save** to direct the system to save the document to **My Saved Reports**
  - b. Leave the default value for all other settings
  - c. Click **OK**
  - d. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message

### Adjust balances in the Savings Account

1. Navigate to **Cash Transfers**  
**Munis > Financials > Student Activity > Cash Transfers**
2. Click **Add**
  - a. Input the transfer amount in the **Amount** field
  - b. Input the effective date of the transfer in the **Effective Date** field
    - i. If the date is in a different period (such as posting last month's interest) a warning message indicating a Fiscal Year/Period mismatch will appear
    - ii. Click **OK** on this message and verify that the **Period** matches the **Effective Date**
  - c. Input the cost center in **Location (From)** field
  - d. Input activity 991115 in the **Activity (From)** field

- e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code (From)** field
    - i. A message indicating that the transfer exceeds the balance of the activity will appear
    - ii. Click **OK** to proceed (savings activity balances are always negative when a savings account has a balance)
  - f. Input the cost center in **Location (To)** field
  - g. Input activity 991115 in the **Activity (To)** field
  - h. Input the **Cash Code** for Savings Account (1115XXXX – replace XXXX with cost center) in the **Cash Code (To)** field
  - i. Input the reason for the transfer in the **Comments** field
  - j. Click **Accept**
    - i. A message indicating that the transfer exceeds the balance of the activity will appear
    - ii. Click **OK** to proceed (savings activity balances are always negative when a savings account has a balance)
3. Add supporting documentation
    - a. Click **Attach**
    - b. Select **Student Activity Cash Transfer**
    - c. Click **View Documents**
    - d. Attach all required documentation
      - i. Click **New**
      - ii. Click **Scan** – document scans into TCM
      - iii. Click **Save** (document is not attached until you click **Save**)
      - iv. Repeat steps **i** through **iii** to attach more documents, or click **Close Viewer** to return to your cash transfer
  4. Click **Cash Out** to access the **Output Menu**
    - a. Select **Save** to direct the system to save the document to **My Saved Reports**
    - b. Leave the default value for all other settings
    - c. Click **OK**
    - d. System message 'Cash Transfer Successful' appears – click **OK** to dismiss the message



The transfer will appear as below. Adjust the location and cash codes to reflect the correct school. The **Journal** number generates after clicking **Accept**.

Transfer			
Amount	3.00	Status	Created
Effective Date	11/30/2016		
	From		To
Location	0801		0801
Activity	991115		991115
Cash Code	11110801		11150801
Comments			
Test transfer for savings account.			
Journal Information			
Year	2017		
Period	5		
Journal	50097		

