



Activity: Student Activities – Certificate of Deposit/CD Interest Posting (Internal Accounts)



Use to credit interest earned in a Certificate of Deposit/CD 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 earned 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. Enter 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 the 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 CD 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 991116 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 (CD activity displays as negative when a CD has a balance)
 - f. Input the cost center in **Location (To)** field
 - g. Input activity 991116 in the **Activity (To)** field
 - h. Input the **Cash Code** for Savings Account (1116XXXX – 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 (CD activity displays as always negative when a CD 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 the 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	4.50	Status	Created
Effective Date	11/30/2016		
	From	To	
Location	0117	0117	
Activity	991116	991116	
Cash Code	11110117	11160117	
Comments			
Test transfer for CD.			
Journal Information			
Year	2017		
Period	5		
Journal	50098		