



**Activity: Student Activities Disbursements/Checks (Internal Accounts)**  
**Munis > Financials > Student Activity > Activity Transactions**



If the amount to be invoiced exceeds the amount remaining on the PO, update the PO prior to disbursing against it.

**Enter a cash disbursement against a PO**

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 **Disbursement**
4. System message ‘Will this disbursement be liquidating a purchase order?’ appears – click **Yes**
5. Input disbursement details
  - a. Input cost center in **Location**
  - b. Tab to **PO number** and click the ellipsis – select the PO number to be liquidated and click **Accept**
  - c. Tab to **PO Year** and input the PO’s fiscal year
  - d. Tab to **Amount**, which defaults to the remaining amount on the PO – change to match the amount of the invoice, if different
  - e. Tab to **Invoice** and input the invoice number (this field accepts both letters and numbers)
  - f. Tab to **Invoice date** which defaults to the current date – change to the date on the invoice
  - g. Tab past the **Vendor** field to automatically generate the vendor’s information
  - h. The **Checks** field defaults to Printed - DO NOT CHANGE
6. Input Line Detail and Receiving Information
  - a. Input **PO Line** or use the ellipsis to select the line
  - b. Tab to **Activity** and input the Activity, or use the ellipsis to select the Activity
  - c. Tab to **Action** – the **Activity Description** automatically generates
  - d. Input the **Action**, or use the ellipsis to select the Action
  - e. Tab to **Rec Qty** and enter the number of units received
    - i. Input the quantity received if items were listed and received individually
    - ii. Input the percentage received on partially-received lines with a quantity of one
  - f. Tab to **Liq Amt** and enter the dollar amount invoiced for the line
7. Generate additional Line Detail and Receiving lines (if needed)
  - a. Tab twice from **Liq Amt** to generate a new line
  - b. Repeat steps **6a** through **6f** to input line detail and receiving information
8. Click **Accept** when all lines have been entered
9. System displays ‘Record(s) Added’ at the bottom of the screen
10. Add supporting documentation
  - a. Click **Attach**
  - b. Select **Student Activity Disbursement**
  - 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 disbursement

11. Click **Release** to complete the entry
  - a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
  - b. Disbursement status changes to 4 - Approved
  - c. System displays 'Transaction successfully released' at the bottom of the screen
12. To create additional disbursements to liquidate POs, click **Add** in the ribbon and repeat steps **5** through **11**
13. Click **Return** to return to the **Activity Transactions** screen

#### Enter a cash disbursement without a PO

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 **Disbursement**
4. System message 'Will this disbursement be liquidating a purchase order?' appears – click **No**
5. Input disbursement details
  - a. Input cost center in **Location**
  - b. Tab to **Amount** and input the total amount of the disbursement
  - c. Tab to **Invoice** and input the invoice number (this field accepts both letters and numbers) – if this is a P-Card transaction, enter the statement ID number
  - d. Tab to **Invoice date** which defaults to the current date – change to the date on the invoice
  - e. Tab to the **Vendor** field and input the vendor number, or use the ellipsis to select the vendor number
    - i. If the selected vendor has multiple remit addresses, the **Address** field will activate
      1. Tab to **Address** – the default remit address will import
      2. Use the ellipsis to select a different remit address if needed
    - ii. Input '1' to manually input vendor information as a one-time vendor (e.g. parent refund)
      1. Tab to **Name** and input vendor name
      2. Tab to **Address** and input vendor's mailing/remit address
      3. Tab to **City/State/Zip** and input vendor's city, state, and zip code
6. Input **Activity**, **Action**, and **Amount**
  - a. Input **Activity**, or use the ellipsis to select the Activity
  - b. Tab to **Action** – the **Activity Description** automatically generates
  - c. Input the **Action**, or use the ellipsis to select the Action
  - d. Tab to **Amount** and input the amount for the entered Activity and Action
7. Generate additional lines (if needed)
  - a. Tab twice from **Amount** to generate a new line
  - b. Repeat steps **6a** through **6d** to input additional Activities, Actions, and Amounts
8. Click **Accept** when all lines have been entered
9. System displays 'Record(s) Added' at the bottom of the screen
10. Add supporting documentation
  - a. Click **Attach**
  - b. Select **Student Activity Disbursement**
  - 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 disbursement
11. Click **Release** to complete the entry
  - a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
  - b. Disbursement status changes to 4 - Approved
  - c. System displays 'Transaction successfully released' at the bottom of the screen
12. To create additional disbursements without POs, click **Add** in the ribbon and repeat steps **5** through **11**
13. Click **Return** to return to the **Activity Transactions** screen

## Update a disbursement

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. Select the disbursement to be updated and click **Accept**
4. The system displays the disbursement – click **Update**
5. Change amount, activity or action as needed
  - a. If the amount is changed, it must be changed on the Activity line(s) as well.
6. Click **Accept**
  - a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
  - b. Disbursement status changes to (or remains) 4 - Approved
  - c. System displays ‘Transaction successfully released’ at the bottom of the screen



**NEVER close browser windows or click ‘cancel’ during cash-out.** Even if an error was made in creating a disbursement or the report was printed on the check stock, the cash-out process is not reversible after clicking **Process** on the **Cash Out** screen and must be completed by *clicking Save on the second output screen*. Afterwards, contact the Munis Help Desk for further assistance (saved checks can often be recovered if the check stock is unused).

## Print Checks

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 the **Cash Out Details**
    - i. **Cash Code** defaults in
    - ii. Tab to **Location** and input the cost center
    - iii. Tab to **GL Effective Date** and input the current date
    - iv. Tab three times past **Year/Period** (which default in) to **First Check Number**
    - v. Enter the first check number of the check run – do not use the +1
    - vi. Click **Accept**
  - b. All pending transactions populate
    - i. Select disbursements by clicking on each disbursement, or by clicking **Select All** and deselecting any receipts, as well as any disbursements that are not being written as checks at this time
    - ii. Click **Accept**
  - c. *Put check stock in printer and make sure it is facing in the correct direction in the printer – checks must be face down with the lowest number on top and the top end closest to the front*
  - d. Click **Process** to access the first **Output** menu (**NOTE: After beginning this step, the check printing process MUST be seen through to completion – DO NOT cancel or close the web browser window/tab**)
    - 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** and opens a second **Output** menu
  - e. The system generates a second **Output** menu
    - i. Select **Munis Printer** to enable printer selection
    - ii. Click on the ellipsis and select the **TYLERFORMS** printer (ID is **!TF**), then click **Accept**
    - iii. Select **Print SA AP Checks** from the **Job** drop-down under **Forms options**
    - iv. Click **OK** – checks will begin printing and Munis scans copies of the checks into **Attachments**

- e. The system returns to the **Cash Out** screen and 'Processing complete' displays at the bottom of the screen
- f. Click **Return** to go back to the **Activity Transactions** screen

### Void Transactions (checks)

1. Navigate to **Void Transactions**  
**Munis > Financials > Student Activity > Void Transactions**
2. Click **Define**
  - a. Input the **Cash Code** (1111XXXX – replace XXXX with cost center)
  - b. Input the cost center in **Location**
  - c. *Always* select **Disbursements Only** for the **Type** field
  - d. Input single check number or specific range of check numbers to be voided in the **Check** field
  - e. Click **Accept** to populate a list of valid disbursements within the selected criteria
3. To change the GL Effective Date or Year/Period of the void, click **Journal Data**
  - a. Update effective date of void (the current date will default)
  - b. Click **Accept**
4. Click **Select**
  - a. Check all disbursements to be voided or click **Select All** to select all disbursements in the list
  - b. Click **Accept**
5. Click **Process** to complete the void transactions process
  - a. Select **Munis printer**
  - b. Leave the default value for all other settings
  - c. Click **OK** to print the Void Transactions report
  - d. System returns to the Void Transactions screen
  - e. The system message 'You have chosen to void X disbursement(s). Continue?' appears - click **Yes**
  - f. System message at bottom of screen indicates 'Processing complete'

### Add an attachment to a disbursement 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 disbursement was written against
  - a. Select the disbursement that the attachment will be added to and double click that item
    - i. Click **Attach**
    - ii. Select **Student Activity Disbursement**
    - 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 disbursement view
    - v. Click **Return** to return to the Activity that was selected
  - b. Repeat step **a** to attach more documents to disbursements 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 from step **2** if a new date range is needed



Some disbursements have multiple Activities associated with them. Once an attachment is added to a disbursement in one Activity it is not necessary to re-add the attachment to the same disbursement in other Activities.