



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

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.

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'