

MUNIS QSG

QUICK START GUIDE

Activity: Cash Out and Print Student Activities Checks (Internal Accounts)

This process must be completed at school location



NEVER close browser windows or click 'cancel' during cash-out. Even if an error was made in creating a disbursement or the wrong disbursements were selected, 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.*

Generate and save disbursement file

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. 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
 - d. The system generates a second **Output** menu
 - iv. Select **Save** to direct the system to save the document to **My Saved Reports**
 - v. In the **File Name** field, input the first check number

Output type		
<input type="radio"/> Munis printer	Save in	Munis spool directory ▼
<input checked="" type="radio"/> Save	File name	15018
	Save as type	Plain text (.txt) ▼
Comment: Saves to a file retrievable from the Saved Reports program You may accept the default or enter your own file name.		

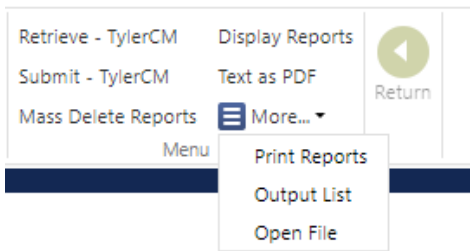
- i. Leave the default value for all other settings
 - ii. Click **OK** – the disbursement file will save to **My Saved Reports**
- e. The system returns to the **Cash Out** screen and 'Processing complete' displays at the bottom of the screen
- f. Click **Return** to go back to the **Activity Transactions** screen

Print checks from disbursement file

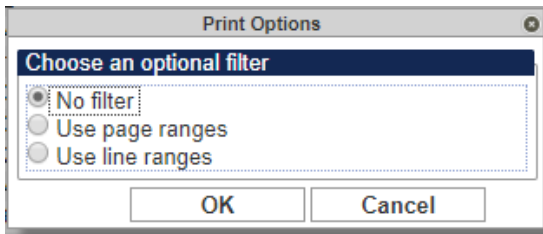
1. Navigate to **My Saved Reports**
Munis > Departmental Functions > My Saved Reports
2. Sort files by date by clicking the **Date** header
3. Search for the file with the below criteria
 - a. **Date** is the date the file was generated/cashed out
 - b. **Time** is the time the file was generated/cashed out
 - c. **Report Title** is **EXPORTED A/P CHECKS**
 - d. **Report File Name** is the first check number of the run

User ID	▲ Report File Name	Report Title	Date	Time
jvogel	15018.txt	EXPORTED A/P CHECKS	04/14/2020	15:53

4. Click **More** in the ribbon and select **Print Reports**



5. On the **Print Options** pop-up, leave **No filter** selected and click **OK**



6. A new list appears with the selected file highlighted

X	Cpy	Printer Name	Job Code	Lnd	User ID	▲ Report File Name	Report Title	Date	Time
▶	1	ERP_LS			jvogel	15018.txt	EXPORTED A/P CHECKS	04/14/2020	15:53

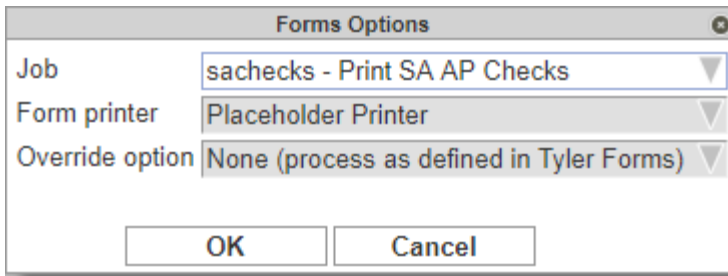
7. Click the box under the **X** to select the file for printing

X	Cpy	Printer Name	Job Code	Lnd	User ID	▲ Report File Name	Report Title	Date	Time
▶ <input checked="" type="checkbox"/>	1	ERP_LS	...		jvogel	15018.txt	EXPORTED A/P CHECKS	04/14/2020	15:53

8. Click the ellipsis (three dots) under **Printer Name** to open the printer menu and select **TYLERFORMS**

PEF_BK_LS	2049	Available	Command
TF AUTOPRINT PO	AUPO	Available	Tyler Fo
TYLERFORMS	!TF	Available	Tyler Fo
YE-1095	Y@15	Available	Command

9. Click **Accept**
10. Click the ellipsis under **Job Code** to open the **Forms Options** menu and select **sachecks – Print SA AP Checks** and **leave all other fields as the default**



The image shows a dialog box titled "Forms Options". It contains three dropdown menus: "Job" with the value "sachecks - Print SA AP Checks", "Form printer" with the value "Placeholder Printer", and "Override option" with the value "None (process as defined in Tyler Forms)". At the bottom of the dialog are two buttons: "OK" and "Cancel".

11. Click **OK**
12. **PLACE CHECK STOCK IN THE PRINTER AT THIS TIME**
13. Click **Accept** in the ribbon to print checks