



Activity: Student Activities – Cash Transfers to/from Accounts Receivable (Internal Accounts)
Munis > Financials > Student Activity > Cash Transfers

Transfer funds FROM Checking Account TO Accounts Receivable

1. Navigate to **Cash Transfers**
2. Click **Add**
 - a. Input the amount of the returned check in the **Amount** field
 - b. Input the date the returned check is being transferred to AR 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 the Activity that funds are being transferred from 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
 - f. Input the cost center in **Location (To)** field
 - g. Input the same activity that was entered in the **Activity (From)** field in the **Activity (To)** field
 - h. Input the **Cash Code** for Accounts Receivable (1130XXXX – replace XXXX with cost center) in the **Cash Code (To)** field
 - i. Input the check number, date of the check, and the maker of the check in the **Comments** field
 - j. Click **Accept**
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

Transfer funds FROM Accounts Receivable TO Checking Account

1. Navigate to **Cash Transfers**
2. Click **Add**
 - a. Input the amount of the returned check payment in the **Amount** field
 - b. Input the date the returned check is being transferred from AR 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 the Activity that funds are being transferred from in the **Activity (From)** field
 - e. Input the **Cash Code** for Accounts Receivable (1130XXXX – replace XXXX with cost center) in the **Cash Code (From)** field
 - f. Input the cost center in **Location (To)** field

- g. Input the same activity that was entered in the **Activity (From)** field in the **Activity (To)** field
 - h. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code (To)** field
 - i. Input the check number, date of the check, the maker of the check, and journal entry number from the original transfer in the **Comments** field
 - j. Click **Accept**
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



Activity and amount MUST match activity in original transfer.

SAMPLE:

The transfers will appear as below. Adjust the location and cash codes to reflect the correct school. The **Journal** number generates after clicking **Accept**. Note that the **Activity** of the transfer back to checking matches that of the transfer from checking.

Transfer		Transfer	
Amount	5.00	Amount	5.00
Effective Date	12/05/2016	Effective Date	12/05/2016
Location	From: 0101 To: 0101	Location	From: 0101 To: 0101
Activity	From: 900100 To: 900100	Activity	From: 900100 To: 900100
Cash Code	From: 11110101 To: 11300101	Cash Code	From: 11300101 To: 11110101
Comments	Check number 0081 written by Test User. (Test transfer to AR)	Comments	Check number 0081 written by Test User on 11/4/2016. Journal of original AR transfer 60016. (Test transfer from AR)
Journal Information		Journal Information	
Year	2017	Year	2017
Period	6	Period	6
Journal	60016	Journal	60017

(Sample Transfer from Checking to AR)

(Sample Transfer from AR back to Checking **after** NSF payment)