



Activity: **Student Activities – Transfer funds to a GL or account, or purchase from another activity**
Munis > Financials > Student Activity > Cash Adjustments



Use this process to transfer an ABC donation to cover a student's Band Payable fee or create an adjustment where one activity purchases fund raising items from another.

Create adjustment to charge the expense to the donating/purchasing account

1. Navigate to **Cash Adjustments**
2. Click **Add**
 - a. Input the amount of the donation or purchase as a positive number in the **Amount** field
 - b. Input the effective date of the adjustment in the **Effective Date** field
 - c. Input the cost center in the **Location** field
 - d. Input the activity that is donating or purchasing in the **Activity** field
 - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code** field
 - f. Input the action (which must be an expense) that represents the donation or purchase in the **Action** field – for GL accounts, the action will have a '4' as the second number
 - g. Input the reason for the adjustment in the **Comments** field (e.g. ABC covering student fee)
 - 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

Create adjustment to book revenue to the receiving account

1. Navigate to **Cash Adjustments**
2. Click **Add**
 - a. Input the amount of the donation or purchase as a positive number in the **Amount** field
 - b. Input the effective date of the adjustment in the **Effective Date** field
 - c. Input the cost center in the **Location** field
 - d. Input the activity that is receiving the donation or purchase in the **Activity** field
 - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code** field
 - f. Input the action (which must be a revenue) that represents the donation or purchase in the **Action** field
 - g. Input the reason for the adjustment in the **Comments** field (e.g. ABC covering student fee)
 - 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