



Activity: Student Activities – Correct a Disbursement after Cashing Out (Internal Accounts)
Munis > Financials > Student Activity > Cash Adjustments



Use this process to correct a disbursement coded to the wrong activity or action. Before beginning, have the activity and action code of the original posting available for reference.

Create adjustment to reverse incorrect activity/action (this *reduces* the expenses against this activity)

1. Navigate to **Cash Adjustments**
2. Click **Add**
 - a. Input the amount of the correction as a *negative number* in the **Amount** field
 - b. Input the effective date of the adjustment as the same date of the original disbursement in the **Effective Date** field
 - c. Input the cost center in the **Location** field
 - d. Input the activity of the original disbursement 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 expense action of the original disbursement in the **Action** field
 - g. Input the reason for the correction in the **Comments** field
 - h. Click **Accept**
3. Add supporting documentation
 - a. Click **Attachments**
 - 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**
5. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message

Create adjustment to correct activity/action (this *increases* the expenses against this activity)

1. Navigate to **Cash Adjustments**
2. Click **Add**
 - a. Input the amount of the correction as a *positive number* in the **Amount** field
 - b. Input the effective date of the adjustment as the same date of the original disbursement in the **Effective Date** field
 - c. Input the cost center in the **Location** field
 - d. Input the intended activity 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 intended expense action in the **Action** field
 - g. Input the reason for the correction in the **Comments** field
 - h. Click **Accept**
3. Add supporting documentation
 - i. Click **Attachments**
 - j. Select **Student Activity Cash Adjustment**
 - k. Click **View Documents**
 - l. 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**
 - m. Select **Save** to direct the system to save the document to **My Saved Reports**
 - n. Leave the default value for all other settings
 - o. Click **OK**
5. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message