

# MUNIS QSG

QUICK START GUIDE

**Activity: Student Activities (Internal Accounts)**  
**Munis > Financials > Student Activity > Cash Adjustments**



Use the Adjust balance of a bank account for posting interest, bank fees or correcting deposit errors.

**Adjust the balance of a bank account**

1. Navigate to **Cash Adjustments**
2. Click **Add**
  - a. Input the amount of the correction (which may be positive or negative) in the **Amount** field
  - b. Input the effective date of the adjustment in the **Effective Date** field
    - i. If the date is in a different period 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 the **Location** field
  - d. Input the activity to be adjusted 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 to be adjusted in the **Action** field
  - g. Input the reason for the correction in the **Comments** field
  - 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. If the selected year/period is not the current year/period, the option to **Edit Posting Period** will appear
    - i. Click **Continue** to proceed – do *not* change the current period
  - b. Select **Save** to direct the system to save the document to **My Saved Reports**
  - c. Leave the default value for all other settings
  - d. Click **OK**
5. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message



A positive adjustment to a **revenue** action code will increase the available cash balance in the activity, while a negative adjustment to a **revenue** action code will decrease the available cash balance in the activity.



A positive adjustment to an **expense** action code will decrease the available cash balance in the activity, while a negative adjustment to an **expense** action code will increase the available cash balance in the activity.