



Activity: Student Activities – Register Reports (Internal Accounts)

Report #4

Run Monthly Disbursement Register (list of all checks issued)

1. Navigate to **Disbursement Register #4**
Munis > Financials > Student Activity > Disbursement Register #4
2. Define report
 - a. **Location** – select cost center
 - b. **Cash Code** will default in based on location entered
 - c. **Start Date** – input or select the first date of the month to be reconciled (e.g. 1/1/2017)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 1/31/2017)
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Report #5

Run Monthly Receipt Register (list of all receipts issued)

1. Navigate to **Receipt Register #5**
Munis > Financials > Student Activity > Receipt Register #5
2. Define report
 - a. **Location** – select cost center
 - b. **Cash Code** will default in based on location entered
 - c. **Start Date** – input or select the first date of the month to be reconciled (e.g. 1/1/2017)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 1/31/2017)
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Report #6

Run Monthly Transfer and Adjustment Register (list of all transfers and adjustments)

1. Navigate to **Transfer & Adjustments Register #6**
Munis > Financials > Student Activity > Transfer & Adjustments Register #6
2. Define report
 - e. **Location** – select cost center
 - f. **Cash Code** will default in based on location entered
 - g. **Start Date** – input or select the first date of the month to be reconciled (e.g. 1/1/2017)
 - h. **End Date** – input or select the last date of the month to be reconciled (e.g. 1/31/2017)
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Run Outstanding Disbursement List (list of all uncleared checks)

1. Navigate to **Outstanding Disbursement Register #7**
Munis > Financials > Student Activity > Outstanding Disbursement Register #7
2. Define report
 - a. **Location** – select cost center
 - b. **Cash Code** will default in based on location entered
 - c. **Start Date** – input or select the date of the oldest outstanding check (e.g. 10/5/2016)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 1/31/2017)
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report

Run Outstanding Receipt List (list of all uncleared receipts)

1. Navigate to **Outstanding Receipt Register #8**
Munis > Financials > Student Activity > Outstanding Receipt Register #8
2. Define report
 - a. **Location** – select cost center
 - b. **Cash Code** will default in based on location entered
 - c. **Start Date** – input or select the first date of the month to be reconciled (e.g. 1/1/2017)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 1/31/2017)
3. Click **View Report**
4. Click on the **Export** drop-down menu and select **PDF** – the Export menu looks similar to a ‘Save’ icon with a green arrow and is located adjacent to the word ‘Next’
5. Print the PDF report