



Activity: Student Activity – Adding Attachments after Cash Out
Munis > Financials > Student Activity > Cash Balances

Add an attachment to a receipt after cash-out

1. Navigate to **Cash Balances**
Munis > Financials > Student Activity > Cash Balances
2. Click Search
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Input the start and end date for the search range
 - i. Narrow this down as much as possible – a smaller date range means less data to sort through
 - ii. The start and end date must be the same (e.g. 7/21/15 – 7/21/15) to select a single date
 - c. Click **Accept**
3. Double Click on the Activity that the receipt was deposited to
 - a. Select the receipt that the attachment will be added to and double click that item
 - i. Click **Attach**
 - ii. Select **Student Activity Receipts**
 - iii. Click **View Documents**
 - iv. Attach all required documentation
 1. Click **New**
 2. Click **Scan** – document scans into TCM
 3. Click **Save** (document is **not** attached until you click **Save**)
 4. Repeat steps **1** through **3** to attach more documents, or click **Close Viewer** to return to the receipt view
 - v. Click **Return** to return to the Activity that was selected
 - b. Repeat step **a** to continue attaching documents to receipts in this Activity within the selected date range
 - c. Click **Return** to return to the main Cash Balances screen
4. Repeat step **3** to continue adding documents to receipts in the selected date range
5. Repeat steps **2** through **3** if a new date range is needed



Some receipts have multiple Activities associated with them. Attachments are added once per receipt, not once per Activity. Once an attachment is added to a receipt in one Activity it is not necessary to re-add the attachment to the receipt in other Activities.



If there are both disbursements and receipts that need attachments, both processes can be completed without needing a new search. (e.g., Activity 900100 has both a receipt and disbursement on 7/15/15 that need attachments – step **3.a** above and step **3.a** below can both be completed without exiting the Activity list).

Add an attachment to a disbursement after cash-out

1. Navigate to **Cash Balances**
Munis > Financials > Student Activity > Cash Balances
2. Click Search
 - a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - b. Input the start and end date for the search range
 - i. Narrow this down as much as possible – a smaller date range means less data to sort through
 - ii. The start and end date must be the same (e.g. 7/21/15 – 7/21/15) to select a single date
 - c. Click **Accept**
3. Double Click on the Activity that the disbursement was written against
 - a. Select the disbursement that the attachment will be added to and double click that item

- i. Click **Attach**
- ii. Select **Student Activity Disbursement**
- iii. Click **View Documents**
- iv. Attach all required documentation
 1. Click **New**
 2. Click **Scan** – document scans into TCM
 3. Click **Save** (document is **not** attached until you click **Save**)
 4. Repeat steps **1** through **3** to attach more documents, or click **Close Viewer** to return to the disbursement view
- v. Click **Return** to return to the Activity that was selected
- b. Repeat step **a** to continue attaching documents to disbursements in this Activity within the selected date range
- c. Click **Return** to return to the main Cash Balances screen
4. Repeat step **3** to continue adding documents to receipts in the selected date range
5. Repeat from step **2** if a new date range is needed



Some disbursements have multiple Activities associated with them. Attachments are added once per disbursement, not once per Activity. Once an attachment is added to a disbursement in one Activity it is not necessary to re-add the attachment to the disbursement in other Activities.