



Activity: Student Activity Cash Balances (Internal Accounts)

View Current Balances on All Activities in Checking

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 current date in both the **From** and **To** date fields
 - c. Click **Accept**
3. A list of all activities and current balances will be displayed – this readout will also include any transactions that occurred on the current date



Any available cash code can be used instead of Checking by substituting the appropriate cash code. For example, to view Accounts Receivable, use 1130XXXX instead of 1111XXXX. This substitution can be used for any of the searches in Cash Balances.

View Transactions within Specified Date Range

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 in the **From** and **To** fields
 - 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. 7/21/16 – 7/21/16) to select a single date
 - iii. Click **Accept**
3. A list of all activities will be displayed, including the ending balance and any transaction amounts that took place in the specified date range

Change the Viewed Date Range within a Specific Activity

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 in the **From** and **To** fields
 - 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. 7/21/16 – 7/21/16) to select a single date
 - iii. Click **Accept**
3. A list of all activities will be displayed, including the ending balance and any transaction amounts that took place in the specified date range
 - a. Double-click on the desired activity – all transactions in the selected activity within the selected date range will appear
 - b. Click **Search** to select a new date range – this date range can differ from the initial search in order to narrow down or expand the search results
 - i. Input the start and end date for the search range in the **From** and **To** fields
 - ii. Click **Accept** and all transactions in the selected activity and date range will appear
 - c. Click **Return** to return to the full list of activities within the *original* dates selected
 - d. Repeat steps **a** and **b** to view different activities and date ranges

Retrieve or View Check Images

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 in the **From** and **To** fields
 - 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. 7/21/16 – 7/21/16) to select a single date
 - iii. Click **Accept**
3. A list of all activities will be displayed, including the ending balance and any transaction amounts that took place in the specified date range
 - a. Double-click on the desired activity – all transactions in the selected activity within the selected date range will appear
 - b. Select the disbursement line that represents the check to be viewed
 - i. If the check involved multiple activities, only the value that was disbursed from the selected activity will display (e.g. a check for \$400, with \$150 coming from 900100 will show as a \$150 disbursement in 900100 even though the check was for \$400)
 - c. Double-click on the selected line – this will display a detailed view of the disbursement
 - d. Click on **Attach** and select **Student Activity Checks**
 - i. Click on **View Documents** – an image of the check will display
 - ii. This is an actual image of the check, and all activities that were included on the disbursement will be displayed – not just the activity initially selected

Retrieve or View Receipt Attachments

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 in the **From** and **To** fields
 - 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. 7/21/16 – 7/21/16) to select a single date
 - iii. Click **Accept**
3. A list of all activities will be displayed, including the ending balance and any transaction amounts that took place in the specified date range
 - a. Double-click on the desired activity – all transactions in the selected activity within the selected date range will appear
 - b. Select the receipt line that represents the receipt to be viewed
 - i. If the receipt involved multiple activities, only the value that was received in the selected activity will display (e.g. a receipt for \$500, with \$350 coming from 900100 will show as a \$350 receipt in 900100 even though the receipt was for \$500)
 - c. Double-click on the selected line – this will display a detailed view of the receipt
 - d. Click **Attach** and select **Student Activity Receipt**
 - i. Click **View Documents**
 - ii. All documents attached to the selected receipt are listed in the **Documents** section on the left-hand side of the browser window
 - iii. Click on a document to select it for view in the main panel



To print or reprint a receipt from Cash Balances, click **Print Receipt** instead of **Attach** in step 3c.



It is not necessary to exit **Cash Balances** and re-initiate a search between each function if multiple tasks are needed. For example, if multiple check and/or receipt attachments must be reviewed, navigate within **Cash Balances** utilizing the search tools provided on this document to select needed date ranges and activities in lieu of exiting the program and re-entering.