



Activity: Student Activities – Register Reports (Internal Accounts)

Run Monthly Disbursement Register (list of all checks issued)

1. Navigate to **Disbursement Register**
Munis > Financials > Student Activity > Disbursement Register
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. 10/1/2020)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 10/31/2020)
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 Monthly Receipt Register (list of all receipts issued)

1. Navigate to **Receipt Register**
Munis > Financials > Student Activity > Receipt Register
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. 10/1/2020)
 - d. **End Date** – input or select the last date of the month to be reconciled (e.g. 10/31/2020)
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 Monthly Transfer and Adjustment Register (list of all transfers and adjustments)

1. Navigate to **Transfer & Adjustments Register**
Munis > Financials > Student Activity > Transfer & Adjustments Register
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. 10/1/2020)
 - h. **End Date** – input or select the last date of the month to be reconciled (e.g. 10/31/2020)
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