



Activity: Student Activity Cash Transfers (Internal Accounts)

Munis > Financials > Student Activity > Cash Transfers



Use **Cash Transfers** when one activity is moving funds to another (e.g. moving registration fees into another activity)

Transfer funds from one Activity to another Activity

1. Navigate to **Cash Transfers**
2. Click **Add**
 - a. Input the transfer amount in the **Amount** field
 - b. Input the effective date of the transfer in the **Effective Date** field
 - i. If the date is in a different period (such as posting last month's interest) 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 **Location (From)** field
 - d. Input the activity that funds are being transferred from in the **Activity (From)** field
 - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code (From)** field
 - f. Input the cost center in **Location (To)** field
 - g. Input the Activity that funds are being transferred to in the **Activity (To)** field
 - h. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code (To)** field
 - i. Input the reason for the transfer in the **Comments** field
 - j. Click **Accept**
3. Add supporting documentation
 - a. Click **Attach**
 - b. Select **Student Activity Cash Transfer**
 - 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 transfer
4. Click **Cash Out** to access the **Output Menu**
 - a. Select **Save** to direct the system to save the document to **My Saved Reports**
 - b. Leave the default value for all other settings
 - c. Click **OK**
 - d. System message 'Cash Transfer Successful' appears – click **OK** to dismiss the message



A warning message indicating that the transfer will cause an activity balance to become negative may appear if there are insufficient funds to cover the transfer allocated to the activity the funds are being transferred from – the system will not prevent the transaction from completing.