DISTRICT SCHOOL BOARD OF PASCO COUNTY

MUNIS QSG

QUICK START GUIDE

Activity: **Student Activities Disbursements/Checks (Internal Accounts)**
Munis > Financials > Student Activity > Activity Transactions

tip Prior to processing a disbursement against a purchase order (PO), review the invoice for amounts that exceed the original PO (go to **Activity Transactions** to view all outstanding POs). If invoice exceeds the remaining PO amount, use the **Update** function on the PO to make changes prior to processing a disbursement.

Enter a cash disbursement against a PO
1. Navigate to **Activity Transactions**
   Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
   a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
   b. Click **Accept**
3. Click **Disbursement**
4. System message 'Will this disbursement be liquidating a purchase order?' appears – click **Yes**
5. Input disbursement details
   a. Input cost center in **Location**
   b. Tab to **PO number** and click the ellipsis – select the PO number to be liquidated and click **Accept**
   c. Tab to **PO Year** – this will import from the PO
   d. Tab to **Amount**, which defaults to the remaining amount on the PO – change to match the amount of the invoice, if different
   e. Tab to **Invoice** and input the invoice number (this field accepts both letters and numbers)
   f. Tab to **Invoice date** which defaults to the current date – change to the date on the invoice
   g. Tab past the **Vendor** field to automatically generate the vendor's information
   h. The **Checks** field defaults to Printed - DO NOT CHANGE
6. Input Line Detail and Receiving Information
   a. Input **PO Line** or use the ellipsis to select the line
   b. Tab to **Activity** and input the Activity, or use the ellipsis to select the Activity
   c. Tab to **Action** – the **Activity Description** automatically generates
   d. Input the **Action**, or use the ellipsis to select the Action
   e. Tab to **Rec Qty** and enter the number of units received
      i. Input the quantity received if items were listed and received individually (e.g. ordered quantity ten and received six, so the number '6' is entered)
      ii. Input the percentage received on partially-received lines with a quantity of one (e.g. a blanket PO for quantity one at $1000 has a $450 invoice, so the number .45 is entered)
   f. Tab to **Liq Amt** and enter the dollar amount invoiced for the line
7. Generate additional Line Detail and Receiving lines (if needed)
   a. Tab twice from **Liq Amt** to generate a new line
   b. Repeat steps **6a** through **6f** to input line detail and receiving information
8. Click **Accept** when all lines have been entered
9. System displays 'Record(s) Added' at the bottom of the screen
10. Add supporting documentation
    a. Click **Attach**
    b. Select **Student Activity Disbursement**
    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 disbursement
11. Click **Release** to complete the entry
    a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
    b. Disbursement status changes to 4 - Approved
    c. System displays 'Transaction successfully released' at the bottom of the screen
12. To create additional disbursements to liquidate POs, click **Add** in the ribbon and repeat steps **5** through **11**
13. Click **Return** to return to the **Activity Transactions** screen

Enter a cash disbursement without a PO
1. Navigate to **Activity Transactions**
    Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
    a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
    b. Click **Accept**
3. Click **Disbursement**
4. System message 'Will this disbursement be liquidating a purchase order?' appears – click **No**
5. Input disbursement details
    a. Input cost center in **Location**
    b. Tab to **Amount** and input the total amount of the disbursement
    c. Tab to **Invoice** and input the invoice number (this field accepts both letters and numbers) – if this is a P-Card transaction, enter the statement ID number
    d. Tab to **Invoice date** which defaults to the current date – change to the date on the invoice
    e. Tab to the **Vendor** field and input the vendor number, or use the ellipsis to select the vendor number
        i. If the selected vendor has multiple remit addresses, the **Address** field will activate
            1. Tab to **Address** – the default remit address will import
            2. Use the ellipsis to select a different remit address if needed
        ii. Input '1' to manually input vendor information as a one-time vendor (e.g. parent refund)
            1. Tab to **Name** and input vendor name
            2. Tab to **Address** and input vendor's mailing/remit address
            3. Tab to **City/State/Zip** and input vendor's city, state, and zip code
6. Input **Activity**, **Action**, and **Amount**
    a. Input **Activity**, or use the ellipsis to select the Activity
    b. Tab to **Action** – the **Activity Description** automatically generates
    c. Input the **Action**, or use the ellipsis to select the Action
    d. Tab to **Amount** and input the amount for the entered Activity and Action
7. Generate additional lines (if needed)
    a. Tab twice from **Amount** to generate a new line
    b. Repeat steps **6a** through **6d** to input additional Activities, Actions, and Amounts
8. Click **Accept** when all lines have been entered
9. System displays 'Record(s) Added' at the bottom of the screen
10. Add supporting documentation
    a. Click **Attach**
    b. Select **Student Activity Disbursement**
    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 disbursement
11. Click **Release** to complete the entry
    a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
    b. Disbursement status changes to 4 - Approved
    c. System displays 'Transaction successfully released' at the bottom of the screen
12. To create additional disbursements without POs, click **Add** in the ribbon and repeat steps **5** through **11**
13. Click **Return** to return to the **Activity Transactions** screen

Update a disbursement
1. Navigate to **Activity Transactions**
   Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
   a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
   b. Click **Accept**
3. Select the disbursement to be updated and click **Accept**
4. The system displays the disbursement – click **Update**
5. Change amount, activity or action as needed
   a. If the amount is changed, it must be changed on the Activity line(s) as well.
6. Click **Accept**
   a. Click **Yes** on the **Workflow Business Rule** approval warning that appears
   b. Disbursement status changes to (or remains) 4 - Approved
   c. System displays 'Transaction successfully released' at the bottom of the screen

Print Checks
1. Navigate to **Activity Transactions**
   Munis > Financials > Student Activity > Activity Transactions
2. Click **Search**
   a. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
   b. Click **Accept**
3. Click **Cash Out**
   a. Complete the **Cash Out Details**
      i. **Cash Code** defaults in
      ii. Tab to **Location** and input the cost center
      iii. Tab to **GL Effective Date** and input the current date
      iv. Tab three times past **Year/Period** (which default in) to **First Check Number**
      v. Enter the first check number of the check run – do not use the **+1**
      vi. Click **Accept**
   b. All pending transactions populate
      i. Select disbursements by clicking on each disbursement, or by clicking **Select All** and deselecting any receipts, as well as any disbursements that are not being written as checks at this time
      ii. Click **Accept**
   c. *Put check stock in printer and make sure it is facing in the correct direction in the printer – checks must be face down with the lowest number on top and the top end closest to the front*
   d. Click **Process** to access the first **Output** menu (**NOTE: After beginning this step, the check printing process MUST be seen through to completion – DO NOT cancel or close the web browser window/tab**)
      i. Select **Save** to direct the system to save the document to **My Saved Reports**
      ii. Leave the default value for all other settings
      iii. Click **OK** – the cash out report will save to **My Saved Reports** and opens a second **Output** menu
   b. The system generates a second **Output** menu
      i. Select **Munis Printer** to enable printer selection
      ii. Click on the ellipsis and select the **FM SA AP CHECK** printer (ID is **TF24**), then click **Accept**
      iii. Leave the default value for all other settings
      iv. Click **OK** – checks will begin printing and Munis scans copies of the checks into **Attachments**
   e. The system returns to the **Cash Out** screen and 'Processing complete' displays at the bottom of the screen
   f. Click **Return** to go back to the **Activity Transactions** screen

If there is an interruption during the output process and you are not sure if you have already completed the first output, *always select SAVE rather than print*. NEVER cancel or close browser windows during cash-out. Even if the check stock is printed on or an error was made in creating a disbursement the process is not reversible after clicking **Process** on the **Cash Out** screen, and must be completed by clicking **Save** on the second output screen. Afterwards, contact the Munis Help Desk for further assistance (saved checks can often be recovered if the check stock is unused).

Void Transactions (checks)

1. Navigate to **Void Transactions**
   Munis > Financials > Student Activity > Void Transactions
2. Click **Define**
   a. Input the **Cash Code** (1111XXXX – replace XXXX with cost center)
   b. Input the cost center in **Location**
   c. *Always* select **Disbursements Only** for the **Type** field
   d. Input single check number or specific range of check numbers to be voided in the **Check** field
   e. Click **Accept** to populate a list of valid disbursements within the selected criteria
3. To change the GL Effective Date or Year/Period of the void, click **Journal Data**
   a. Update effective date of void (the current date will default)
   b. Click **Accept**
4. Click **Select**
   a. Check all disbursements to be voided or click **Select All** to select all disbursements in the list
   b. Click **Accept**
5. Click **Process** to complete the void transactions process
   a. Select **Munis printer**
   b. Leave the default value for all other settings
   c. Click **OK** to print the Void Transactions report
   d. System returns to the Void Transactions screen
   e. The system message 'You have chosen to void X disbursement(s). Continue?' appears - click **Yes**
   f. System message at bottom of screen indicates 'Processing complete'

Add an attachment to a disbursement after cash-out

1. Navigate to **Cash Balances**
   Munis > Financials > Student Activity > Activity Transactions
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.