



**Activity: Student Activities – Correct a Disbursement after Cashing Out (Internal Accounts)**  
**Munis > Financials > Student Activity > Cash Adjustments**



Use this process to correct a disbursement coded to the wrong activity or action. Before beginning, have the activity and action code of the original posting available for reference.

**Create adjustment to reverse incorrect activity/action (this *reduces* the expenses against this activity)**

1. Navigate to **Cash Adjustments**
2. Click **Add**
  - a. Input the amount of the correction as a *negative number* in the **Amount** field
  - b. Input the effective date of the adjustment as the same date of the original disbursement in the **Effective Date** field
  - c. Input the cost center in the **Location** field
  - d. Input the activity of the original disbursement in the **Activity** field
  - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code** field
  - f. Input the expense action of the original disbursement in the **Action** field
  - g. Input the reason for the correction in the **Comments** field
  - h. Click **Accept**
3. Add supporting documentation
  - a. Click **Attachments**
  - b. Select **Student Activity Cash Adjustment**
  - 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 adjustment
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**
5. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message

**Create adjustment to correct activity/action (this *increases* the expenses against this activity)**

1. Navigate to **Cash Adjustments**
2. Click **Add**
  - a. Input the amount of the correction as a *positive number* in the **Amount** field
  - b. Input the effective date of the adjustment as the same date of the original disbursement in the **Effective Date** field
  - c. Input the cost center in the **Location** field
  - d. Input the intended activity in the **Activity** field
  - e. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center) in the **Cash Code** field
  - f. Input the intended expense action in the **Action** field
  - g. Input the reason for the correction in the **Comments** field
  - h. Click **Accept**
3. Add supporting documentation
  - i. Click **Attachments**
  - j. Select **Student Activity Cash Adjustment**
  - k. Click **View Documents**
  - l. 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 adjustment
4. Click **Cash Out** to access the **Output Menu**
  - m. Select **Save** to direct the system to save the document to **My Saved Reports**
  - n. Leave the default value for all other settings
  - o. Click **OK**
5. System message 'Cash Adjustment Posted' appears – click **OK** to dismiss the message