RECEIPTING CASH FROM STUDENTS ON CASH SYSTEM

Cash Collection System is only for "CASH payments"….Not for CREDIT CARD PAYMENTS.
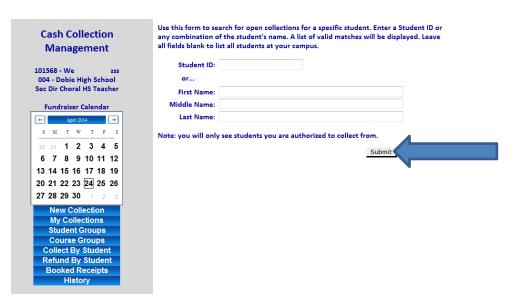
Option 1: Collect by Student
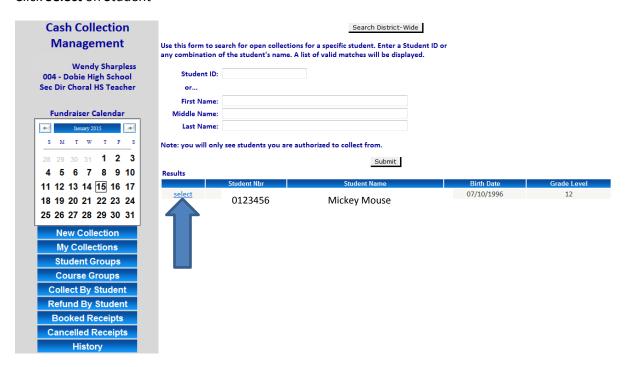
Click **Collect By Student**

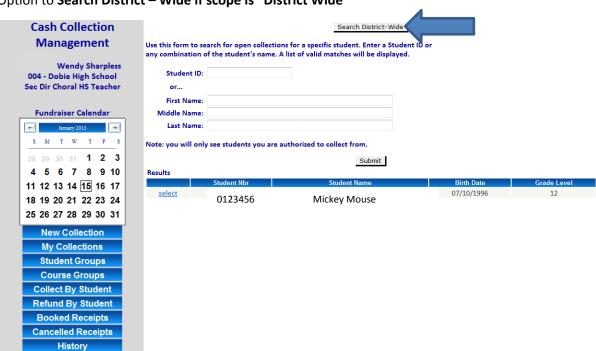Fill **"Student ID:" or "Combination of a Name"** for Student that is making a payment.
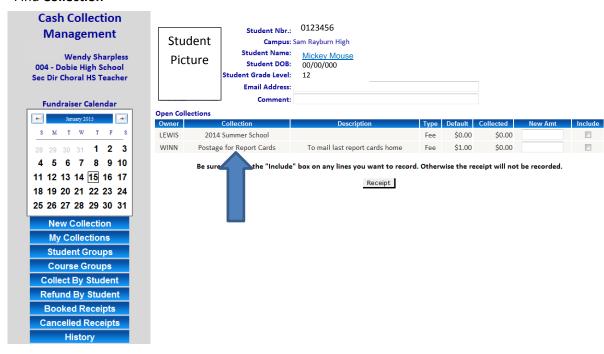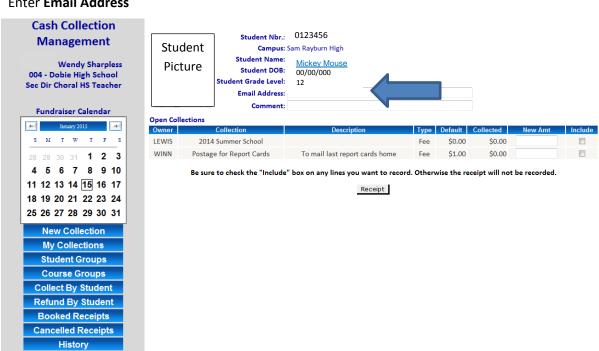
Click **Submit**

Click **Select** on Student

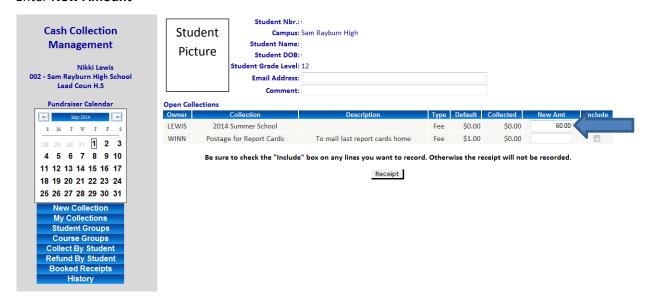Option to **Search District – Wide if scope is "District Wide"**

Find **Collection**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

Fundraiser Calendar

←	January 2015	→

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

New Collection
My Collections
Student Groups
Course Groups
Collect By Student
Refund By Student
Booked Receipts
Cancelled Receipts
History

Student Picture

Student Nbr.: 0123456
Campus: Sam Rayburn High
Student Name: Mickey Mouse
Student DOB: 00/00/000
Student Grade Level: 12
Email Address:
Comment:

Open Collections

Owner	Collection	Description	Type	Default	Collected	New Amt	Include
LEWIS	2014 Summer School		Fee	$0.00	$0.00		☐
WINN	Postage for Report Cards	To mail last report cards home	Fee	$1.00	$0.00		☐

Be sure [to check] the "Include" box on any lines you want to record. Otherwise the receipt will not be recorded.

Receipt

Enter **Email Address**

Cash Collection Management

Wendy Sharpless
004 - Dobie High School
Sec Dir Choral HS Teacher

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Receipt
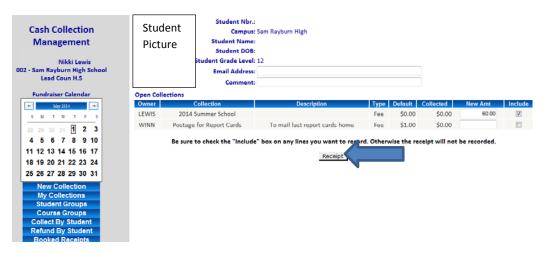
Enter **New Amount**

Click the **Include** Check box

Click the **Receipt button**

Option 2: My Collections using the drop down

Select **My Collections**

Click on the **Collect** hyperlink

	Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
Collect Details	WENDY SHARPLESS	Solo and Ensemble	01/29/2015	06/12/2015	APPROVED		$35.00	$0.00

Use the drop down **Student** to select a student to receipt

Receipt Employees

Collection Code: 0040129201502685
Staff Name: Wendy Sharpless
Fund Raiser Title: Solo and Ensemble
Long Description:
Collection Begins: 1/29/2015
Collection Ends: 6/12/2015
Default Amount: $7.00
Amount With Teacher: $35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper:

Student: ...choose student ▼ *
Amount Collected: $7.00 *
Comment:

Create Receipt

Enter **Amount Collected**

Collection Code:	0040129201502685
Staff Name:	Wendy Sharpless
Fund Raiser Title:	Solo and Ensemble
Long Description:	
Collection Begins:	1/29/2015
Collection Ends:	6/12/2015
Default Amount:	$7.00
Amount With Teacher:	$35.00
Refund Amount In-Process:	
Cancel Amount In-Process:	
Amount With Bookkeeper:	
Student:	...choose student ▾ *
Amount Collected:	5.00 *
Comment:	

Create Receipt

Verify **Student** Name selection and **Amount Collected** fields

Add **Comment** if needed

Hit **Create Receipt**

Collection Code:	0040129201502685
Staff Name:	Wendy Sharpless
Fund Raiser Title:	Solo and Ensemble
Long Description:	
Collection Begins:	1/29/2015
Collection Ends:	6/12/2015
Default Amount:	$7.00
Amount With Teacher:	$35.00
Refund Amount In-Process:	
Cancel Amount In-Process:	
Amount With Bookkeeper:	
Student:	...choose student ▾ *
Amount Collected:	5.00 *
Comment:	

Create Receipt