Receipting Employees on Cash System

Cash Collection System is only for "CASH payments"….Not for CREDIT CARD PAYMENTS.

Select **My Collections**

Click on the **Collect** hyperlink   Collect

Select the **Receipt Employees** button at the top of the screen

Locate and select **Employee** from drop down

Receipt Students

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:
Employee: ...choose employee *
Amount Collected: $7.00 *
Comment:

Create Receipt

Enter **Amount Collected**

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

Add **Comment** if needed

Hit **Create Receipt**

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Create Receipt