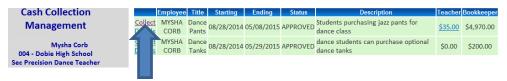
Edit a Cash Receipt

Edit feature is to be used to correct mistakes before 7pm the day you receipt the student. You can edit the dollar amount and student/staff name. If you selected a Campus Wide or District Wide as your scope you will not be able to edit the student name.

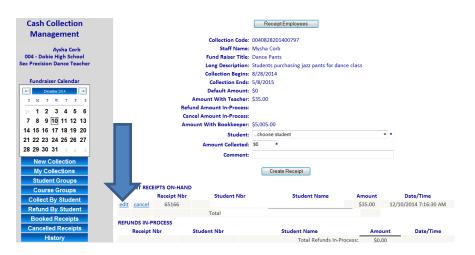
Click on My Collections



Choose Cash Collection. Click Collect.



Click Edit



Edit the Student (use the drop down) and/or Amount Collected



Enter a detailed description (reason for edit) in the Comment box which is a Required field



Select **Update Receipt** to complete the edit process

