

Cancel a Cash Receipt

Cancel feature is to be used for mistakes such as a duplicate receipt, entering incorrect amount, or selecting the incorrect student. Money being issued back to students should only be handled by the campus secretary/bookkeeper and **Refund By Student** module should be used.

Click on **My Collections**

Cash Collection Management

Nikki Lewis
002 - Sam Rayburn High School
Lead Coun H.S

Fundraiser Calendar

May 2014

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

Choose Cash Collection. **Click Collect.**

Cash Collection Management

Nikki Lewis
002 - Sam Rayburn High School
Lead Coun H.S

Fundraiser Calendar

May 2014

Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
Collect Details NIKKI LEWIS	2014 Summer School	05/27/2014	06/13/2014	APPROVED		\$0.00	\$0.00
Collect Details NIKKI LEWIS	Postage for Report Cards	04/30/2014	06/05/2014	APPROVED	To mail last report cards home	\$0.00	\$0.00

- New Collection
- My Collections**
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Click Cancel

(Ensure correct receipt number is cancelled. Cancel link is only available if not receipted with Bookkeeper/Secretary.)

Cash Collection Management
Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Fundraiser Calendar
December 2014

S	M	T	W	T	F	S
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	1	2	3

ReceiptEmployees

Collection Code: 0040828201400797
Staff Name: Mysha Corb
Fund Raiser Title: Dance Pants
Long Description: Students purchasing jazz pants for dance class
Collection Begins: 8/28/2014
Collection Ends: 5/8/2015
Default Amount: \$0
Amount With Teacher: \$35.00
Refund Amount In-Process:
Cancel Amount In-Process:
Amount With Bookkeeper: \$5,005.00
Student: choose student
Amount Collected: \$0
Comment:

RECEIPTS ON-HAND

Receipt Nbr	Student Nbr	Student Name	Amount	Date/Time
65166			\$35.00	12/10/2014 7:16:30 AM

Total Receipts On-Hand: \$35.00

REFUNDS IN-PROCESS

Receipt Nbr	Student Nbr	Student Name	Amount	Date/Time
			\$0.00	

Total Refunds In-Process: \$0.00

Comment Filled is required. Enter detail reason for cancellation.

Description: Hotel money from students not enrolled in class
Student: Daisy Duck
Collected: \$75.00
Comment:

Cancel Receipt

Click **Cancel Receipt**

Description: Hotel money from students not enrolled in class
Student: Daisy Duck
Collected: \$75.00
Comment:

Cancel Receipt

*Once submitted, the cancel request must be approved/rejected by campus secretary/bookkeeper.