

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**

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

- 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

Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Collect	Employee	Title	Starting	Ending	Status	Description	Teacher	Bookkeeper
<input type="checkbox"/>	MYSHA CORB	Dance Pants	08/28/2014	05/08/2015	APPROVED	Students purchasing jazz pants for dance class	\$35.00	\$4,970.00
<input type="checkbox"/>	MYSHA CORB	Dance Tanks	08/28/2014	05/29/2015	APPROVED	dance students can purchase optional dance tanks	\$0.00	\$200.00



Click Edit

Cash Collection Management

Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Fundraiser Calendar

December 2014

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:
Amount Collected: \$0
Comment:

RECEIPTS ON-HAND		Receipt Nbr	Student Nbr	Student Name	Amount	Date/Time
<input type="button" value="edit"/>	<input type="button" value="cancel"/>	65166			\$35.00	12/10/2014 7:16:30 AM
		Total				

REFUNDS IN-PROCESS		Receipt Nbr	Student Nbr	Student Name	Amount	Date/Time
		Total Refunds In-Process:			\$0.00	



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

Cash Collection Management

Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Fundraiser Calendar

December 2014						
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Receipt Nbr: 65166
Collection Code: 0040828201400797
Staff Name: Mysha Corb
Fund Raiser Title: Dance Pants
Long Description: Students purchasing jazz pants for dance class
Default Amount: \$0

Student: *

Amount Collected: 35 *

Comment: *

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

Cash Collection Management

Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Fundraiser Calendar

December 2014						
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28	29	30	31	1	2	3

Receipt Nbr: 65166
Collection Code: 0040828201400797
Staff Name: Mysha Corb
Fund Raiser Title: Dance Pants
Long Description: Students purchasing jazz pants for dance class
Default Amount: \$0

Student: *

Amount Collected: 35 *

Comment: *

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

Cash Collection Management

Mysha Corb
004 - Dobie High School
Sec Precision Dance Teacher

Fundraiser Calendar

December 2014						
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Receipt Nbr: 65166
Collection Code: 0040828201400797
Staff Name: Mysha Corb
Fund Raiser Title: Dance Pants
Long Description: Students purchasing jazz pants for dance class
Default Amount: \$0

Student: *

Amount Collected: 35 *

Comment: *